

1/19

**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD  
ON TUESDAY 15<sup>th</sup> JANUARY 2019 AT IGHTHAM VILLAGE HALL AT 7.30pm**

**PRESENT:** Cllr Holden (Acting Chair), Cllr Burgham, Cllr Cracknell, Cllr Edge-McKenna, Cllr Hall, Cllr Mitchem, The Parish Clerk, County Cllr Rayner and 4 members of the public

1. **APOLOGIES FOR ABSENCE** - Cllr Willingham, Cllr Brierley, Borough Cllr Betts
2. **DECLARATION OF INTERESTS** - None
3. **MINUTES** - The Minutes of the Meeting held on 18 December 2018 were approved and signed as a true record.
4. **UPDATE FROM BOROUGH COUNCILLOR** – Cllr Betts sent a report to say that he had spoken with the Dog Warden who will visit the recreation ground and will help with any signage required. Cllr Betts is also chasing up the recycling collections.
5. **PUBLIC** – A resident from The Street raised a concern about parking and traffic on The Street; the resident works at home and has witnessed daily arguments between drivers on the narrow section of the Street. The resident has sent pictures to KCC, TMBC and The Parish Council and has concerns for safety of pedestrians and particularly the school children that have to cross the road to the bus stop. The resident suggested that a simple solution would be to have a priority sign. Parked cars are frequently damaged from speeding cars on the narrow section and the resident believed that the problem was exacerbated by George & Dragon customers parking in The Street. Is there anything that can be done?

Cllr Hall responded by saying that a sub-committee had been appointed at the last Parish meeting to take forward a request for a village wide 30mph limit and had met this afternoon. The committee would be happy to add these issues to the agenda with the caveat that we would not be able to solve all of the traffic problems. The biggest challenge on The Street is that the parked cars provide necessary traffic calming. We have already raised the issues with Kent Highways in the past and have been told that as there have been no “serious incidents”, nothing can be done – this shouldn’t mean that we don’t pursue it now and priority signs or road markings would be a potential solution. Cllr Mitchem said that tradesman vans parked on the double yellow lines obstructed sightlines and we had already raised this with our Borough Councillor who was going to mention it to the traffic warden. The resident said that it was very dangerous but sometimes residents had no option but to park on The Street due to lack of spaces and parking at the village hall was not a viable option.

Cllr Burgham said that he has spoken to the resident and was very supportive; cars are often very fast coming from Bates Hill and the problems are often due to poor driving. He suggested that we asked for some advice from a Traffic Consultant as to what the option were to improve safety.

Cllr Cracknell said that we had tried to set up Speedwatch in the past but hadn’t got enough volunteers but if we had some local participation, it would go a long way in pushing this forward. Traffic is inevitably worse during rush hour but we need some hard data to go to Kent Highways with. The recent speed survey that we conducted didn’t show up the results that we expected, possibly due to the location of the radar.

The resident said that there were a lot of blind spots on the road; this is of concern for school children and thought that 30mph was too fast. They will do what they can to help and will speak to other residents.

As this is an A road we have been told that we cannot have anything less than 30mph although it was pointed out that there was a 20mph limit through Sundridge which is an A road.

Cllr Mitchem said that we were taking this issue seriously and will try and take it forward to Kent Highways. A lot of the issues are with driver behaviour and we need to make them aware of the issues.

Signed.....CLLR HOLDEN.....Dated.....19 FEBRUARY 2019.....

Another resident who has lived opposite the school for 10 year, raised an issue with a school parent who was persistently parking in her drive and being very aggressive when challenged. The resident has reported it to the school and the Head had advised that they should contact the Parish Council and PCSO. The resident was aware of a similar issue at Culverston School and the school had got the police involved. The resident said that she felt threatened and doesn't know what to do. Cllr Holden said that this seemed to be a highways matter so he didn't think that it was an issue for the school to deal with. The school send out frequent parent mails to remind parents to park in the recreation ground. We can advise the PCSO as this is anti-social behaviour and is not acceptable; we will copy the email to the head. It was also suggested that the resident also wrote to the PCSO and the local MP.

A resident reported that he had written to the MP and Police and Crime Commissioner before Christmas about the recent spate of burglaries and lack of police presence in Ightham, He had received a response from the Chief of Police, Alan Pughsley who the MP had contacted in response to the letter. The resident hasn't had a response from the PCC but has had a visit from the PCSO who said that policing is now reactive as there is such a large area to cover.

The Parish Clerk had also written to the PCC and had a response, this will be reported later on in the meeting. Cllr Holden suggested that we may want to ask someone from the police to come and talk at our annual meeting about rural policing. We are also trying to get more regular appearances from the PCSO, this is being taken forward by KALC.

- 6. COUNTY COUNCILLOR** – Cllr Rayner asked to respond to the resident about the parking issue; he suggested that the resident write to the school with details of the problem and the registration details and requesting details of their transport policy. This should be copied to Roger Gough (Cabinet Minister for Children's Services) who would be able to look at resources for the school if there is no transport policy in place, or enforcement of the transport policy. (Cllr Rayner passed contact details to the resident). The police should also be informed as blocking a driveway is unlawful.

In relation to parking, priority and speeding on The Street, Cllr Rayner said that this is a long term problem and suggested that we consider appointing Highways Consultant, Les Henry Associates. He has done a lot of work for Parishes and charges around £350 a day. In recent years one piece of work he has carried out is a survey at Dark Hill roundabout for the Parish Alliance. Cllr Rayner confirmed that you cannot have a 20 mph limit on an A road but suggested that we speak with other Parishes, such as Sundridge and Goudhurst who are trying to declassify the A road through their village. A long term solution for us would be to declassify A227 but this would take many years. Les Henry Associates are highly regarded and his report would carry a lot of weight. Cllr Rayner suggested that we contacted him in around 6-8 weeks as he is currently very busy in relation to the Local Plan.

Re the parking issue, this should be taken up with the Borough Councillor. If there is a joint view, then it can be taken up at the Joint Transportation Board who can look at options.

Cllr Rayner reported that the Library Consultation was open; it is proposed that Borough Green will have their opening hours cut from 40 hours per week to 27 hours per week. Cllr Rayner has approached a number of neighbouring Parishes to ask whether they would be prepared to consider contributing towards maintaining the hours and if there is an interest he will approach the Cabinet Minister to see whether it would be a possibility and find out what the cost would be. Cllr Rayner is concerned that the data used in the consultation is out of date and feels that the services provided by libraries are an important educational resource and should therefore be maintained. Ightham Parish Council has already responded to the consultation but individuals were also encouraged to respond. Cllr Holden proposed that we asked Cllr Rayner to make the approach to the Cabinet Minister as suggested. This was agreed.

Cllr Rayner reported that there is a proposal to introduce a cost for recycling rubble and plasterboard for households. He will be opposing this at the next Committee meeting as he is concerned that it may lead to fly tipping. This is also proposed for neighbouring Boroughs; this will deter people from driving to neighbouring Boroughs to dump their rubbish.

Signed.....CLLR HOLDEN.....Dated.....19 FEBRUARY 2019.....

Cllr Rayner reported that the Bus Consultation has now closed and we should start to see some changes in services. There are some changes to Arriva services in Sevenoaks North – Otford and Kemsing as their bus garage has moved and the less profitable routes have been cancelled.

Cllr Rayner reported that Brexit Planning included the potential closure of M26 which may impact us as vehicles will have to use alternative routes. The M26 may be used to hold lorries in the event of hold ups at the port of Dover. There is some concern that the surrounding roads will be impacted, traffic may come via A25 and A227 to get to Népica, Kings Hill and Junction 4 M20. 85% lorries are foreign drivers and there is concern that the police may not be able to control the diversion which is recommended to go via Swanley directly to M20. Cllr Rayner has concerns about traffic getting backed up to Wrotham from Brands Hatch and also about emergency services getting access to M26 and enforcement of freight lanes and is in contact with the MP.

Regarding Minerals, there are a large amounts of minerals coming into Kent; we continue to see large developments in Kent but there are no improvements to the road infrastructure to accommodate the transportation.

## PLANNING

**TM/18/02932/LB & TM/18/02931/FL** – The Old Farmhouse, Borough Green Road, Ightham. LBA: The retention, refurbishment and conversion of Crickets Farmhouse into offices with access, parking and landscaping works, and extensions to create a garden room and lobby/entrance area. “No objection.”

**TM/18/02958/FL** – The Chase, Jubilee Crescent, Ightham, Sevenoaks. Replace conservatory with extension “No objection”.

**TM/18/02540/TNCA** – Field House, Tonbridge Road, Ightham, TN15 9AP. T1 Lime to reduce/pollard by 40%; T2 Acacia to fell, and T3 group of pines to deadwood, remove ivy and any damaged limbs within the canopy. “No objection.”

**TM/18/02977/FL** - Fir Bank, Coach Road, Ivy Hatch, Sevenoaks, Kent, TN15 0PE. Demolition of existing property and garage and erection of a replacement Dwelling. We haven't received all the plans for this and the Clerk will request these to pass to Cllr Edge for her comments.

**TM/18/02990/FL** – Dimber, Mote Road, Ivy Hatch, Sevenoaks, Kent TN15 0PG. Replace the roof design of original proposal with a hipped roof. “No objection.”

**TM/18/03002/TPOC** – Sycamores, Bates Hill, Ightham, Sevenoaks, Kent TN15 9BG. G7 and G5 - 11 Limes to be cut back overhanging branches to 2m and G11 - Remove 11 Lime Trees. “No objection”.

**KCC/TM/0416/2018 PROPOSAL:** Gas Utilisation Plant, Stangate - Variation of conditions 2 and 5 of planning permission TM/11/1632 to extend the life of the Stangate Gas Utilisation Plant and to generation from supplement the existing landfill gas and leachate management activities with electricity natural gas during peak periods of demand until 31 July 2050 or until no longer required for the permitted/proposed uses (whichever is the sooner). “No objection.”

**KCC/TM/0422/2018 PROPOSAL:** Proposed erection of gas metering kiosk building: Stangate Quarry, Quarry Hill Road, Borough Green, Sevenoaks, Kent. “No objection.”

**TM/18/01627/TNCA** Removal of 18 Beech; 1 Pine; 5 Hornbeam; 6 Acacia; 1 Oak; 2 Holly and 1 Silver Birch trees from garden to be replaced with various different species at Land Adjacent To Oldbury Hatch Oldbury Lane Ightham Sevenoaks Kent TN15 9DG - This application will be reported to Area 2 Planning Committee on 23 January 2019. IPC have made an objection to this application.

**MINERALS & WASTE LOCAL PLAN** – Early partial review 2013-30 – Closes 8 March. The Clerk was asked to find out whether there are any concerns from Cllr Rayner and to ask whether Ryarsh Quarry had been removed from the proposal.

## Planning Decisions – Approved

Signed.....CLLR HOLDEN.....Dated.....19 FEBRUARY 2019.....

**TM/18/02748/LDP** - Lawful Development Certificate Proposed: Erection of detached garage - Squirrels Herne Copt Hall Road Ightham Sevenoaks Kent TN15 9DT. (Certifies)

**TM/18/02687/TNCA** - Reduce height of Tulip tree by approximately 25% - Two Trees House High Cross Road Ivy Hatch Sevenoaks Kent TN15 0NN.

**TM/18/02491/FL** - Single storey rear extension and additional bedrooms within loft conversion - Fresh Fields Copt Hall Road Ightham Sevenoaks Kent TN15 9DT.

### **Planning Application Withdrawn**

**TM/18/02478/TPOC** - Reduce 24 Lime Trees to 4m in height (trees situated adjacent The Limes on Bates Hill) - Sycamores Bates Hill Ightham Sevenoaks Kent TN15 9BG.

7. **LOCAL PLAN – Borough Green Gardens - Update** – Nothing further to report until the TMBC meeting on 24<sup>th</sup> January.

## **8. MATTERS ARISING**

### **Highways Matters –**

**Parish Wide 30mph speed limit** – Cllr Hall reported that the a Committee made up of Cllrs Hall, Cracknell and Mitchem and The Parish Clerk had met that afternoon to look at the map of the village and come up with a wish list of suggestions for speed calming throughout the village. A map was circulated and the suggestions put forward were as follows:

1. Speed limit on all roads marked in red to the Parish boundary to be reduced to 30mph
2. A25 from Coach Road to the Ightham bypass to be reduced from 50mph to 40mph
3. 30mph limit on Borough Green Road from the Dark Hill roundabout to the existing 30mph zone
4. 20mph limit on Oldbury Lane and Spring Lane (this request has already been made)
5. Not suitable HGV signage on narrow lanes

Cllr Hall said that he would like the Council to agree the suggestions above to go to the Joint Transportation Board. In addition we would like the following improvements:

1. A stop sign at the junction of Fen Pond Road and Borough Green Road (This has already been made via Cllr Rayner)
2. A mobile flashing speed sign (we have allowed funding in the 2019/20 budget for this)
3. To get a Speedwatch Group up and running (this will depend on resident volunteers)
4. White gates at various locations (we have allowed funding in the budget for this)
5. Priority passing/road markings and speed calming on The Street, preferably a 20mph limit
6. Traffic warden visits
7. Downgrading of A227

It was agreed that the best approach would be to engage the services of Les Henry Associates. The Parish Clerk will circulate these requests and get input so that we can approach him with this wish list once he has availability.

**Scout Hut/Pavilion** – Electricity/Utility Connection. Update – We have been advised that in order to provide the required water and electricity supply for the showers in the changing room, new water and electricity cables and pipe need to be laid. This will entail digging two trenches across the car park and the cheapest and quickest option is to close the car park for two days. It was agreed that this was acceptable if it was over half term or the Easter holidays. Parish Clerk to email the Scouts to confirm this. Cllr Holden reported that the building site had been broken into again and the Scouts are looking at CCTV to cover the new building. All cameras would be discretely placed on the building. They have asked whether this is something IPC would be interested in having the rest of the recreation ground monitored? It was agreed that we wouldn't want to at this stage, but if so in future there would have to be a policy in place.

**Tennis Club Lights** – Lights and Electrics –The architect for the Scout building sent their proposal to install amenity lights around the scout building at high level lights facing the path These lights will  
Signed.....CLLR HOLDEN.....Dated.....19 FEBRUARY 2019.....

have "eye lids" to limit the amount of light pollution but there should still be enough light directed towards the path and this should be sufficient. These would be on a timer, therefore not dependant on the building being occupied or someone walking along the path. These will be subject to planning permission. It was suggested that we would want the lights to be activated by movement for the Tennis Club.

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

**Busty Stream/ Flooding** – Update - Flood Action Group - Cllr Cracknell reported that letters have been delivered to the riparian owners and we had received a response from a riparian landowner seeking guidance from KCC on what was required. No further meetings are planned. Flood resilience work to the bridge was due to happen by March; Cllr Rayner said that he would speak to Max Tant at KCC to get an update.

**Recreation Ground** –ROSPA repairs/ Dog fouling/Car Park/New Barrier or Fence – Parish Clerk to chase up ROSPA repairs with James Hayward and also ask whether he can spray the weeds by the beech hedging. The Clerk will email the dog warden about wording for the signage.

It was reported that a car had driven onto the recreation ground damaging the beech hedges and churning up the ground. This has been reported to the PCSO. It was agreed that we needed to have some sort of barrier along the edge of the car park to prevent this happening again. A number of options were discussed it was suggested that a ha-ha is created behind the hedges so that the visual amenity isn't impacted. To be researched and costed and discussed further.

**Broadband** – Update - A group of residents from Ivy Hatch have got together to get superfast broadband in Ivy Hatch. Information will be published in the parish magazine.

**Defibrillator** – Training 2019 – Parish Clerk to email Community First Responders to get some dates for the Spring. Cllr Cracknell will put a notice in the Parish magazine to remind people that there is a defibrillator at the village hall and gauge whether there is interest in a training session.

**Allotment Leases** – Parish Clerk to renew leases.

**Bus Stop on A227 at end of Back Lane** – Nothing to report.

**Recycling Area** – The cans were overflowing again, the Clerk reported it to TMBC and it should be cleared in the next few days.

## 9. FINANCE & POLICY

Meeting Dates 2019 – Dates were agreed and will be published on the website. The meetings will remain on 3<sup>rd</sup> Tuesday of each month apart from August.

Online banking - Cllr Hall and Cllr Cracknell have now set up online banking with Unity.

Budget – To approve the budget for 2019/20 - Due 18 January 2019. A budget proposal was circulated and the capital expenses explained. It was agreed that we would not increase the precept this year. With a % increase in precept, we will be able to reserve for capital projects and cover routine expenses and have some savings. The budget was approved and agreed. Parish Clerk to send the precept request to TMBC.

Financial Regulations – Review of Policy. The Clerk has reviewed the NALC Finance Policy and highlighted the changes. Cllr Holden suggested that the new policy should be agreed between himself, Cllr Hall and The Clerk, this was agreed.

The following accounts were submitted for payment: Proposed by Cllr Mitcham and seconded by Cllr Hall:

Parish Clerk Salary & Expenses January	£699.87
HMRC – Employer Tax (nil to pay as credit on account)	£9.40
Gel Creative - January (Online transfer)	£40.00
E-on – Electricity UMS Lights	£45.70
Robert Lee Amies – Work at the recreation ground and war memorial	£534.69
Clerks & Councils Direct	£12.00

Signed.....CLLR HOLDEN.....Dated.....19 FEBRUARY 2019.....

The Bank Mandate to remove Cllr Edwards and add Cllr Edge-Mckenna, Cllr Burgham and Cllr Brewer was approved and the forms were handed over to complete.

## 10. CORRESPONDENCE

**KALC** Community Awards Scheme 2019 – Nominations due 31 January 2019. Our nomination has been forwarded to KALC.

**Samaritans** – Request for donation - it was agreed that we would donate £100, the same as last year.

**WW2 Memorial Stone** for Malcolm Ravenhill – We have received an email from the Memorial Project Manager for the Shoreham Aircraft Museum to say that they would like to recognise Malcolm Ravenhill, whose Spitfire Mark1, P2815, crashed in a field off Fen Pond Lane on the 30th September, 1940. The field is situated on the left hand side of the road as you head towards Wrotham from the Church, just beyond a livery stable. They aim to position the memorials as close to the crash site as is practical but it is important they are situated where they will be seen.

They have approached the Church to see if it would be possible to site the memorial in their churchyard but with no success, basically due to Diocesan regulations. The Museum meet all installation costs and look to hold a small memorial commemoration service, to which they invite any surviving family members, together with support from the RAF Association, local Air Cadets, British Legion etc. When weather permits, they also normally have a flypast salute from a Spitfire or Hurricane based at the Biggin Hill Heritage Hangar. They have asked for Ightham Parish Council to support them in this project, by being able to recommend a suitable site, within the Parish, where planning permission would not be too much of an issue. It was agreed that we would support this subject to costs and it was suggested that Leathercote Corner would be a suitable location.

**Police and Crime Commissioner Letter** – We have received a response from the Commissioner's caseworker to say they have raised our concerns about lack of police presence in the village with Kent Police and requested that they make contact with the Parish Council. Due to funding provided by the Commissioner, Kent Police are currently undertaking their largest recruitment drive for a generation and there will be an additional 200 police officers by the end of March 2019.

## AOB

The Parish Clerk will purchase 2 salt bins for the recreation ground. Cllr Edge will ask Richard McKenna to order some salt.

Cllr Mitchem said that the litter in the village was very bad and asked for it to go onto the next agenda. It was agreed that we should publicise another spring clean in the Parish magazine. Clerk was asked to email Cllr Taylor to see whether the Borough Green contractors would be able to do litter clearing for one day a month in Ightham.

Cllr Holden reported that there were a couple of black bins permanently left on the A25 near to the Village shop. The Clerk will report this to TMBC.

The meeting went into closed session to discuss a couple of confidential matters.

The meeting closed at 10.45pm

Signed.....CLLR HOLDEN.....Dated.....19 FEBRUARY 2019.....

2/19

**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD  
ON TUESDAY 19<sup>th</sup> FEBRUARY 2019 AT IGHTHAM VILLAGE HALL AT 7.30pm**

Present: Cllr Mike Holden (Chair), Cllr Brierley, Cllr Burgham, Cllr Cracknell, County Cllr Rayner, The Parish Clerk and 7 members of the public.

1. **APOLOGIES FOR ABSENCE** – Cllr Willingham, Cllr Mitchem, Cllr Hall, Cllr Edge-McKenna, Borough Cllr Betts
2. **DECLARATION OF INTERESTS** - Cllr Burgham declared an interest in Leathercote House.
3. **MINUTES** - The Minutes of the Meeting held on 15 January 2019 were approved and signed as a true record.
4. **UPDATE FROM COUNTY COUNCILLOR** – Cllr Rayner reported that he had spoken to the Cabinet Member in general terms regarding retaining the hours at Borough Green library. No decision has been taken yet and officers are working through replies to the consultation. There have been many responses regarding Borough Green library and there is a possibility that the library may be reclassified which may mean that the hours will remain as they are without any need for financial input from Parishes.  
 Bus consultation- Changes to the 404/405 services will take effect at the beginning of the summer; the services will no longer go through Ivy Hatch, Plaxtol and Shipbourne. Cllr Rayner has asked for this to be given further consideration at the Scrutiny Committee as he is concerned that this will lead to isolation of the elderly.
5. **PUBLIC** – Members of the public raised a concern about speeding through Ivy Hatch on Stone Street Road; the boundary between Sevenoaks and TMBC is 30mph and then it goes to a national speed limit. The residents would like to see a 30mph limit throughout the whole area which is used by cyclists, dog walkers and walkers. The roads are narrow and nowadays the cars are larger and there are no pavements so there is a safety concern.  
 Cllr Holden said that the Parish Council shared the same view and that they would like to see a 30mph limit throughout the whole village and that there is now a working party who are trying to take this forward.  
 Cllr Cracknell said that even if we get the speed limit, enforcement is a problem and that we have tried to set up Speedwatch in the past but haven't had enough volunteers; the evidence would be very useful to give to the Police and Kent Highways as in the past they have said that there is not enough data to warrant action.  
 A resident said that she had done Speedwatch for Seal Parish Council and one of the issues was finding somewhere safe to do it and this would also be an issue with installing a radar as often the safe location doesn't pick up the speeding data that you need to prove that there is an issue.  
 Cllr Holden said that the Parish Council have agreed to engage the services of a Traffic Consultant with our "wish list" that we would like to take forward to Kent Highways. This will be a long term project and the gathering of any speeding data will help our cause. The Parish Council have also agreed to fund white gates at entrance points to the village which will hopefully encourage drivers to slow down when driving through the village.  
 Cllr Cracknell said that the Police need a lot of data before they will do a site visit as they are a stretched resource. She suggested that a log is kept of accidents/incidents/photos as evidence that there is a problem. Residents were also encouraged to write to the MP, Borough and County Councillor with concerns.

Cllr Rayner said that there were plans for some A25 closures at Wrotham Heath, further details to follow.

A member of public reported that the MR418 footpath had been altered but signage hadn't been put up and he had written to Maria McLoughlin at PROW about it. The Clerk was also asked to write.

A member of public reported that there was a leaning conifer outside Saxum Casa – Clerk to report.

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

## 6. PLANNING

**TM/19/00081/FL** - 3 Oldbury Cottages, Oldbury Lane, Ightham, Sevenoaks, Kent TN15 9DE.

Proposed loft conversion with 2 link pitched dormers to rear elevation and 2 conservation style rooflights to front elevation. "No objection."

**TM/19/00099/TNCA** - The Old Forge, Sevenoaks Road, Ightham, Sevenoaks, Kent TN15 9AA.

Mature Leyland Cypress - fell 8 trees from house to low wall. "No objection providing Liz Guthrie is content."

**TM/19/00142/FL** – Leathercote House, Fen Pond Road, Ightham, Sevenoaks, Kent TN15 9JD. Single storey extension to detached garage to create games room. "No objection to the extension but neighbours have raised concerns about potential noise and we would like to see a planning condition about the games room being restricted to domestic usage only."

**TM/19/00189/LB** – Ightham Place, The Street - Listed Building Application: Removal of one internal staircase and associated alterations, external window refurbishment to the rear elevation, 2 x internal replacement windows, 1 x new window and refurbished driveway gates. Refurbishment of existing driveway entrance gates. "No objection."

**Kent Waste & Minerals Plan (KWMP) – Consultation – Parish Response** – Cllr Rayner reported that Ryarsh Quarry had disappeared from the KWMP as the preferred site for mineral extraction is in Lenham. Lenham will still need to go through the commercial process to get planning consent and if it doesn't go ahead, Ryarsh may come back onto the agenda. A question was asked about Celcon as it isn't on the KWMP and Cllr Rayner explained that the silica sand quarried at Celcon falls outside the KWMP and that an application for silica sand extraction would go through KCC separately. In the light of this information, it was decided that Ightham Parish Council doesn't have any comment to make on the KWMP.

### Planning Decisions – Approved

**TM/18/02540/TNCA** - T1 Lime to reduce/pollard by 40%; T2 Acacia to fell, and T3 group of Pines to deadwood, remove Ivy and any damaged limbs within the canopy - Field House, Tonbridge Road.

**TM/18/03002/TPOC** - G7 and G5 - 11 Limes to be cut back overhanging branches to 2m and G11 - Remove 11 Lime Trees – Sycamores, Bates Hill.

**TM/18/02818/FL** - Garage conversion and single storey rear extension - 7 Oldbury Close.

**TM/18/02715/FL** - Demolition of existing outbuilding and new replacement outbuilding - Selected Plants Nursery, Ismays Road.

**TM/18/02958/FL** - Replace conservatory with extension - The Chase, Jubilee Crescent.

**TM/19/00115/NMA** - Non Material Amendment to planning permission TM/16/02720/FL: Addition of an external recess to house an air source heat pump, plus two new timber clad access doors within the facade to access the plant, relocation of existing double access doors into the side of the main hall, moving the doors nearer the rear of the hall and change of the approved polycarbonate cladding from Opal finish to Clear finish - The Pavilion, Ightham Recreation Ground.

### Planning Decisions – Refused

**TM/18/02834/FL** - Proposed replacement single storey extension - The Barn, Ightham Court.

**TM/18/02977/FL** - Demolition of existing property and garage and erection of a replacement dwelling - Fir Bank, Coach Road.

**TM/18/02990/FL** - Replace the roof design of original proposal with a hipped roof – Dimber, Mote Road.

**LOCAL PLAN – Borough Green Gardens - Update** – Cllr Rayner reported that an Inspector had yet to be appointed.

## 7. MATTERS ARISING

**Highways Matters** – Resurfacing programme of Back Lane and Common Road starting March 2019; Closure of Common Road outside Rosewood from 18 March for 5 days; Resurfacing of The Close from 11 March for 2 days.

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



**WW2 Memorial Stone** for Malcolm Ravenhill – The Clerk had met with 2 representatives from Shoreham Aircraft Museum to look at possible locations for the stone and they had identified the current War Memorial site as the most preferable location. Some Councillors thought that it may look uneven with our existing memorial and asked for a mock up to see what it would look like and asked the Clerk to revisit the idea of it being on Leathercote Corner or opposite the church wall.

**Village Traffic Matters** - Traffic calming, 30mph Zone, parking – The Clerk has put together a wish list of traffic improvements which is ready to send to the Traffic Consultant. Cllr Rayner confirmed that he would have availability in around a weeks time and the Clerk was asked to contact him.

**Scout Hut/Pavilion** – Update - Closure of car park, lights – Cllr Holden reported that the scouts were installing a ground source heat pump to the new building. There have been further break-ins at the pavilion and consideration is being given to types of security. A planning application has gone to TMBC for external lighting.

**Tennis Club Lights** – Update – Cllr Cracknell suggested that we consider solar lighting. It was agreed that this would be a good idea but we will wait to see what happens with the external lighting on the new scout building. The Clerk was asked to get some ideas from Andrew and check the planning status.

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

**Busty Stream/ Flooding** – Update - Flood Action Group - Bridge Works – We have been awarded Grant Funding of £3,000 from Cllr Rayner which will be used to improve the dodgy bridge and are waiting for a response from the contractor about the start of the works. Cllr Cracknell reported that there was going to be a walk through of the Busty on 20<sup>th</sup> February with a representative from KCC to get some guidance on riparian responsibilities.

**Recreation Ground** –ROSPA repairs – The Clerk had been in contact with James Hayward about repairs to the fence. Cllr Betts had provided some dog fouling signs and it was decided that some should go on the railings and some should go near to the dog posts. A member of public offered to help to put them up. The salt bins are now in and filled with salt available for members of public to use. The idea of a haha had been discussed to prevent people from driving onto the recreation ground but had been discounted for a number of reasons. It was suggested that we looked at a simple post and rail fence behind the beech hedge once the scout hut is finished.

**Car Park** – Pot holes and future resurfacing - Cllr Holden reported that we have received further requests to have the car park tarmaced. We are unable to have a hard surface due to drainage issues and the planning condition for preservation of the lime trees and cost. The Parish Council has reserved funding for pothole repairs and maintaining the existing surface.

**Broadband** – Update - Nothing to report, we understand that the residents are taking this forward.

**Defibrillator** – Training 2019 - An advert has gone into the Parish magazine to see what interest there would be in having another training session.

**Allotment Leases** – It was agreed that we should continue with the existing arrangements and that updated leases should be sent with the payment reminders.

**Bus Stop Back Lane** – Nothing to report.

**Waste & Recycling** - A representative from TMBC is coming to talk at the annual Parish meeting on 25<sup>th</sup> April to talk about the new collections.

**Litter – Great British Spring Clean** 22 March to 23 April 2019 – it was decided that we would organise a village litter pick on Saturday 30<sup>th</sup> March at 10am and it will finish at 11am and be followed by coffee in the George & Dragon or village hall. Advert to go into the Parish magazine and Clerk to contact TMBC to get some kit and organise collection of the rubbish.

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

**School Summer Fayre** – 13<sup>th</sup> July 2019 12-5pm Ightham Recreation Ground – We have received an email from the PSA at Ightham School asking whether they can use the recreation ground for a village summer fayre and charge an entrance fee. It was agreed that this would be okay and the Clerk was asked to respond accordingly.

## 8. FINANCE & POLICY

**Online banking** – Unity Bank is up and running and the first standing order has been set up by the Clerk and Cllr Cracknell.

**NALC Financial Regulations** – Approval – Cllr Holden had checked the Financial Regulations and the Clerk had made the suggested amendments. They have been largely unchanged save for some changes to the thresholds. The Clerk was asked to circulate so that they can be dated and approved at the next meeting.

**Data Protection & Email addresses** – Cllr Holden reminded everyone that under the new GDPR regulations, Councillors should use a separate email address for Council business. The Clerk said that she had met with a Computer Consultant who had advised that Googlemail for business would be suitable and will set up individual emails for Councillors following the elections; there will be a small monthly charge.

The following accounts were proposed and seconded for payment:

Parish Clerk Salary & Expenses February	£638.60
HMRC – Employer Tax (nil to pay as credit on account)	£9.40
GritBin (M&S Bank)	£212.06
Gel Creative - January	£40.00
Gel Creative – February (Unity Bank Standing Order)	£40.00
Village Hall Insurance Policy	£2,524.75
Samaritans – Donation	£100.00
KALC – Planning Conference 15 March	£72.00
Planet Plants – Grit/Salt	£244.50

Current Account: £23,951.24 Deposit Account £215,898.99

Unity Bank £500.00

The Bank Mandate was signed by Cllr Burgham following a resolution that he should be added as an authorised signatory. Ex Cllr Edwards should be removed.

**EDF** – Renewal of contract for electricity at the pavilion– We have been sent a letter about renewing the contract for a fixed fee but will need to be tied in for 12 months. It was agreed that we let the rate become variable until the demolition of the pavilion.

**9. PARISH ELECTIONS** – 2<sup>nd</sup> May 2019 – Timetable and nomination forms – Nomination Forms have been circulated and information put onto noticeboard and the Parish website. Cllr Brierley said that she would not be standing at the next election. Ightham Parish Council will have 9 vacancies that will need to be filled. An election will only be called if the number of applicants exceed the number of places.

## 10. CORRESPONDENCE

**KCC – Brexit Preparedness – Partnership Pack** – Circulated

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

**KALC Minutes from 10 January 2019 – Circulated**

**PPP Minutes from 7 February 2019 - Circulated**

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

**Letter from Kent Police & Email message from Police regarding recent crime – Circulated.**

**KALC** - The Committee on Standards in Public Life has published its report on ethical standards in local government. The Full report is now available on their [website](#).

**KALC** - Resilience and Emergency Planning – Information available on TMBC website. The Clerk will look at updating the Emergency Plan.

**AOB:**

A black bin has been left at the Old Lane junction for several months and this has been reported to Waste Services.

The Clerk was asked to chase up the gas works at the end of Rectory Lane.

The meeting closed at 9.50pm.

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

3/19

**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD  
ON TUESDAY 19<sup>th</sup> MARCH 2019 AT IGHTHAM VILLAGE HALL AT 7.30pm**

**PRESENT:** Cllr Willingham (Chairman), Cllr Holden (Vice Chairman), Cllr Brierley, Cllr Burgham, Cllr Cracknell, Cllr Hall, Cllr Mitchem, The Parish Clerk, County Cllr Rayner, Borough Cllr Betts and 3 members of the public

- 1. APOLOGIES FOR ABSENCE** - Cllr Brewer & Cllr Edge-McKenna
- 2. DECLARATION OF INTERESTS** - None
- 3. MINUTES** - The Minutes of the Meeting held on 19 February 2019 were approved and signed as a true record.
- 4. UPDATE FROM BOROUGH COUNCILLOR** – Cllr Betts reported that the new waste services contact had started and that there would be a settling in period with the new recycling collections being phased in from September 2019. TMBC have offered to do presentations to Parishes about the new service and the Clerk confirmed that we had already taken up the offer and a representative would be talking at our annual parish meeting in April. Under the new contract, residents will be issued with new bins and a leaflet has been circulated to household outlining the changes to collections. Food waste and recycling will be collected kerbside. Cllr Burgham asked whether bins would be issued to residents at Leathercote Corner as they currently have to use refuse sacks. Cllr Betts will look into this.  
Cllr Betts said that there is a shop frontage grant scheme in operation which provides funding to improve village shops on High Streets, this in itself is not relevant for Ightham but Cllr Betts said that any funding not taken up may possibly be diverted to other rural businesses such as public houses.  
Re Brexit, TMBC have been busy making preparations for a no deal Brexit as they are anticipating issues with transport. Operation Brock will come into effect to hold HGV's on M20 and M26 in the event of hold-ups at Dover and this will inevitably cause difficulties on our local roads. In order to maintain services, TMBC have invested in laptops for staff so that they can work from home if local roads become congested.  
Cllr Holden reported that a resident had complained about the black bin that has been left on the junction of A25 and Old Lane for several months. The Clerk and Cllr Betts have asked Waste Services to investigate and Cllr Betts has requested that we provide an address so that TMBC can write to the owners.
- 5. UPDATE FROM COUNTY COUNCILLOR** - Cllr Rayner reported that the A25 had recently been surveyed and all weak areas have been filled and gulleys emptied within the last 6 weeks. Cllr Rayner reported that M26 would be used to hold HGV's in the event that other holding areas en route to Dover are full. There is capacity for around 10,000-15,000 vehicles on the M20 junction 2-8, Manston Airfield and Dover Tip. If M26 is used, West Kent will experience traffic issues which will extend to M25 and Kent Highways are trying to persuade the Department of Transport to hold HGV's in the Midlands and in the north of the country as there are a number of sites that could hold up to 10,000 vehicles which would be around 24 hours worth of capacity. In Kent, lorry drivers will be issued with a number which will determine their place in the port access queue; this will hopefully prevent lorry drivers using the country lanes to queue jump. Other ports such as Felixtowe and Harwich have not been considered as an alternative to Dover.  
Kent Highways had been given an extra £30 million towards road strengthening and money will be used for resurfacing and improvements. As part of this project, the A227 at Meopham will be resurfaced and there will be night closures.  
Cllr Rayner reported that the intention to keep Borough Green Library open had not been successful and that its hours would be reduced to 27 hours a week. Hildenborough Library has been reclassified so will keep its existing hours. There will be a further consultation process however. An article had appeared in the Chronicle to say that Parishes would be funding the shortfall in hours; Cllr Rayner confirmed that this was misleading as the Parishes had only indicated that they would be willing to consider some funding once they knew what the cost would be. At this stage it is merely an expression of interest.  
Cllr Rayner gave thanks to Cllr Cracknell for the update on the Busty Stream and he has now received confirmation from Max Tant that the works to the bridge will go ahead in June. Funding will still be available despite this delay.

Signed.....R Willingham.....Dated...16 April 2019.....

## 6. PUBLIC

A member of public introduced himself and said that he would be standing as an Independent candidate in the Borough Council elections.

A member of public reported that the lines had faded outside Wellwood where the drainage issue has been marked and that the carriageway had flooded again on the weekend.

## 7. PLANNING

**TM/19/00353/LB** - The Harrow Cottage, Common Road, Ightham, Sevenoaks, Kent, TN15 9EB. Listed Building Application: Proposed repairs and refurbishment consisting of timber roof member treatment repairs and alterations; internal timber treatment throughout cottage generally; chimney stack partial reconstruction; first floor joist structural integrity improvements; first floor sound proofing improvements; replace modern concrete ground floor with a new floor and under floor heating; structural tie/restraint to north flank/internal cross walls; underpins to existing foundations at north east flank walls, and replacement of all rotting timber windows and modern main entrance door – “No objection.”

**TM/19/00375/FL** - Crown Point Nursery, Sevenoaks Road, Ightham, Sevenoaks, Kent TN15 0HB. Retention of existing storage container for use as cafe' and retail kiosk and associated engineering works. “No objection.”

**TM/19/00499/TNCA** - The Well Springs, Rectory Lane, Ightham, Sevenoaks, Kent TN15 9AJ. T1 Cherry Tree - fell, T2 - T9 - Conifers - fell and replant with Silver Birch/Fruit Trees and T10 - T11 - Acacias T10 - T11) – fell. “No objection.”

**TM/19/00501/FL** – Bank House, Trycewell Lane, Ightham, Sevenoaks, Tn15 9HL. First floor extension and internal alterations. “Ightham Parish Council has various concerns about this application: the bulk of the building and change to the street scene given the prominent position in the village. The Parish Council would like to confirm whether change of use was granted for the garage. Consideration should be given to where the builders vehicles park should permission be granted. We leave to TMBC to determine”

### Planning Decisions – Approved

**TM18/02931/FL & TM18/02932/LB** - The retention, refurbishment and conversion of Crickets Farmhouse into offices with access, parking and landscaping works, and extensions to create a garden room and lobby/entrance area - The Old Farmhouse.

**TM18/01875/LRD** - Details of condition 3 (sample panel) pursuant to listed building planning permission **TM/17/01355/LB** (Listed Building Application: Construction of a two storey rear extension and restoration of the listed cottage comprising internal and external alterations) - Harrow Cottage.

**19/00099/TNCA** - Mature Leyland Cypress - fell 8 trees from house to low wall - The Old Forge.

### Planning Decisions – Refused

**19/00081/FL** - Proposed loft conversion with 2no. link pitched dormer to rear elevation and 2no. conservation style rooflights to front elevation - 3 Oldbury Cottages.

**Planning Appeal** – Land at Rose Wood and Stone Acre – No further comments.

**8. LOCAL PLAN** – Borough Green Gardens - Inspectors Update – TMBC have released new data from Natural England and Historic England. Natural England have commented on the impact of Borough Green Gardens on AONB and air quality and have raised some strong objections. The Environment Agency have also indicated that they don't think that the development is sustainable. Previously there has been a difficulty in identifying alternative sites if Borough Green Gardens doesn't go ahead but on 6<sup>th</sup> March, KCC gave consent to Aylesford Heritage Ltd to provide a layout of built development platforms on the Aylesford Quarry site. The site is no longer needed in the minerals plan. The site could take up to 1000 houses. TMBC have resisted this consent and threatened a judicial review. TMBC refused a separate application for housing on the eastern side of the quarry and it has now gone to appeal. It was turned down on the basis that the quality of the impact assessment wasn't good enough. The site is behind Aylesford village in the wharf area and would require new roads to make it accessible. The area is not within greenbelt or AONB and hasn't been included in the local plan. If all experts come forward and cite this as an alternative site it is believed that it will be difficult to turn down.

Signed.....R Willingham.....Dated...16 April 2019.....

Anyone who has responded to the local plan consultation should have received correspondence from TMBC to say that Inspectors have been appointed. They will be looking into the soundness of the plan and considering whether it is deliverable and consistent with National Planning Policy.

## 9. MATTERS ARISING

### **Highways Matters** – Various potholes:

- on A227 to Copt Hall including outside the Bower House, upper Rectory Lane.
- outside Windy Ridge and High Pines on Ismays Road; outside Robins Rest on Back Lane.

Road erosion between Borough Green Surgery and Reynolds entrance (we are not sure whether this is a public highway). The Keep Left sign at the bottom of Oldbury Lane is out and a gully outside the Cob Tree is blocked. Cllr Holden said that the bollards are still out on A25 at junctions with Oldbury and Common Road. The Clerk reported that this had been reported since 2012 and Cllr Rayner asked that details are forwarded to him so that he can take it up with Kent Highways for inclusion in the current A25 maintenance programme.

The Clerk reported that she had received an email from Kent Highways following an enquiry about having a no HGV/width restriction sign at the end of Busty Lane. We have been asked whether the Parish Council could provide funding. The Clerk was asked to respond confirming that the Parish Council would be prepared to assist with funding and to ask for advice about the recommended type of signage and costs involved. Cllr Rayner said that we would be able to purchase our own sign if approved, which may be cheaper.

**VillageTraffic Matters** - Traffic calming, 30mph Zone, parking – The Clerk reported that she had contacted Les Henry Associates and he would like to set up a meeting to look at the various areas at the end of the month. The Clerk will send the maps and wish list. Cllr Cracknell reported that a resident had said that a car was often parked near the junction of A227 and Ismays Road. The clerk was asked to check what the Highway Code states about safe parking distances from junctions.

**Scout Hut/Pavilion** – Update - Cllr Holden reported that the build is coming along nicely and is in line with the plans and on target re time and budget. The 3rd stage has been completed and a request for payments for Stage 2 and Stage 3 has just been submitted (see below). The Clerk was asked to check that the stages had been signed off by the Architect. A comment was made that some donations hadn't been acknowledged. Cllr Holden will take this up with the Scouts.

**Tennis Club Lights** – Update – Further to our previous decision on waiting to see what the application for external Scout Hut lighting would involve, Cllr Willingham suggested that we should install an electrical connection as preparation for any future path lights. Parish Clerk to ask the Scouts. Cllr Mitchem reported that the Tennis Club had recently been broken into.

**Ightham Cricket Club** – Update - It was reported that the Club sign had been removed.

**Busty Stream/ Flooding** – Update - Flood Action Group - Bridge Works – Cllr Cracknell reported that the works to the dodgy bridge had been scheduled for June. The property flood resilience work is already under way and has been well received by residents. The Flood Forum Group had had a walk through of the Busty with a representative from KCC (Emma Burdett) and she had given advice on maintenance requirements. A letter will be issued to the riparian owners concerned and Mrs Burdett has offered to meet them to provide further detailed maintenance guidance. The Clerk confirmed that we have received the grant funding from Cllr Rayner and gave thanks.

**Recreation Ground** – ROSPA repairs, barrier – The Clerk has spoken with James Hayward about repairs to the playground fence. A brief discussion followed about putting up a low level fence as a barrier from the car park to the recreation ground. This will be deferred until the scout hut is completed.

**Pitch Levelling** – Football Club – We have had a request from the Football Club to consider pitch levelling. It was agreed to obtain a survey to see what is required. Cllr Holden will speak to James Hitchcock.

**Car Park** – Pot holes and future resurfacing - Cllr Willingham reported the potholes in the car park had been filled with Type 1. We have budgeted for maintenance to the car park but as previously stated we are unable to resurface the car park with tarmac as planning permission stipulated that a porous surface was required.

**Broadband** – Update - an article has been sent to Cllr Cracknell with an update for the Ightham Magazine.

**Defibrillator** – Training 2019 – The Clerk reported that she had only had one request for training so it was agreed not to proceed with a training session.

**Allotment Leases** – Request to purchase Land – It was decided that the Parish Council would not be willing to sell the land, as it was a Parish Council asset.

**Bus Stop Back Lane** – Nothing to report.

Signed.....R Willingham.....Dated...16 April 2019.....

**Malcolm Ravenhill Memorial Stone** – The Close, Fen Pond Road. The Clerk reported that following the last meeting she had contacted the Shoreham Aircraft Museum about a suitable site for the memorial stone. They have looked again at the suggestions and think that the grassed area at The Close would be suitable. The Clerk was asked to write to the residents and TMBC to see whether this would be acceptable. Cllr Willingham reported the footpath by The Close had been resurfaced but poorly finished. The Clerk was asked to take a photo and send to Cllr Rayner to take up with Highways.

**Waste & Recycling & Great British Spring Clean - Litter Pick** – Saturday 30<sup>th</sup> March 2019. The Clerk reported that TMBC will be providing some equipment. The Clerk has produced posters for display throughout the village. It was suggested that it was also publicised via social media. The Clerk was asked to chase up litter collections along A25.

**Website** – Upgrade and Change of host – The Clerk reported that she had met with Gel Creative about upgrading our website and web host and making our website compliant with new EU regulations on accessibility. Gel Creative has recently upgraded the website for Addington and Trottscliffe PC's. We are awaiting a quote.

**Annual Parish Meeting** – Arrangements – Thursday 25<sup>th</sup> April – The Clerk was asked to invite Tom Tugendhat to the meeting. All other arrangements would be the same as in previous years. Clubs will be limited to a 3 minute presentation.

## 10. FINANCE & POLICY

**Online banking** – The Clerk was asked to find out whether Unity Trust Bank had a Deposit Account that we could open.

**Financial Regulations** – Approval - These were approved and can go on the website.

**Data Protection & Email addresses** – The Clerk will look into Office 365 for Councillor email addresses. Previous reports that it would no longer be supported appear unfounded.

The following accounts were submitted for payment: Proposed by Cllr Hall and seconded by Cllr Cracknell

Parish Clerk Salary & Expenses March	£665.72
HMRC – Employer Tax ( <i>nil to pay as credit on account</i> )	£9.40
Gel Creative - March (OLT)	£40.00
Saul Cullen –Laptop Healthcheck	£50.00
The Counselling Centre	£100.00
Anthony Edwards – Maintenance to Parish Council	£687.84
Anthony Edwards – Maintenance to Churchyard	£1,442.45
EDF- Electricity to pavilion	£83.79
Ightham Village Hall	£255.00
Second and third stage payments for Ightham Scout pavilion	£40,000.00
Openreach Billing Team (CNS) 48 Broadband at Scout Hut	£836.32
Latitude – Professional Fees Scout pavilion	£2,400
Transfer to Unity Bank	£5,000
Castle Water – Water Rates	£25.92
<b>Total</b>	<b>£51,587.04</b>

Current Account: £21,231.33 Deposit Account £215,932.11

Unity Bank £460

Transfer from Deposit to Current Account £40,00.00

**11. PARISH ELECTIONS – 2<sup>ND</sup> May 2019** – Timetable and nomination forms. Forms were duly completed and Cllr Mitchem offered to deliver them to TMBC.

## 12. CORRESPONDENCE

**Grange Park School - Education Consultation.** Kent County Council (KCC), is proposing to make the following changes to Grange Park School, Borough Green Road; increase the designated number of places offered from 100 to 150; alter the lower age range from 11 to 8 years (11-19 to 8-19 years); and to establish a 36 place Key Stage 2 satellite facility at the former Stansted CE Primary School site from 1st July 2019. The consultation period will take place from Monday 25 February 2019 to Sunday 07 April 2019. No objection.

**Kent Resilience Forum** – Parish Pack – Circulated.

Signed.....R Willingham.....Dated...16 April 2019.....

**Request for access** to property from Village Hall Car Park – The Clerk was asked to seek legal advice on what is involved and then write to all residents who currently have access.

**13. AOB** – Cllr Willingham reported that Bob Lee Amies would be retiring and suggested that the areas he currently maintains should be divided between Anthony Edwards and James Hayward. The Clerk will write accordingly.

**The meeting closed at 9.40pm.**

Signed.....R Willingham.....Dated...16 April 2019.....



Signed.....R Willingham.....Dated...16 April 2019.....

4/19

**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD  
ON TUESDAY 16<sup>th</sup> APRIL 2019 AT IGHTHAM VILLAGE HALL AT 7.30pm**

***Present: Cllr Willingham (Chair), Cllr Holden (Vice Chair), Cllr Brierley, Cllr Burgham, Cllr Cracknell, The Parish Clerk, County Cllr Rayner, Borough Cllr Betts and 3 members of the public.***

- 1. APOLOGIES FOR ABSENCE** - Cllr Brewer, Cllr Edge, Cllr Mitchem, Cllr Hall
- 2. DECLARATION OF INTERESTS** - None
- 3. MINUTES** - The Minutes of the Meeting held on 19 March 2019 were approved and signed as a true record.
- 4. UPDATE FROM COUNTY COUNCILLOR RAYNER** – Cllr Rayner said that he would be standing as a candidate for Borough Councillor for Borough Green and Long Mill. Cllr Rayner confirmed that he had received the photo's of the footpath at The Close on Fen Pond Road and would be taking it up with Kent Highways.
- 5. UPDATE FROM BOROUGH COUNCILLOR, COUNTY COUNCILLOR** – Cllr Betts confirmed that he would be standing as a candidate for Borough Councillor for Ightham, Stansted and Wrotham. Cllr Betts reported that he had checked the status of the felling at Chapel Farm and confirmed that the licence was obtained. Felling has now been completed and replanting of broad leafed trees is due to start from October 2019.  
Cllr Betts has made an enquiry about bin collections on Leathercote Corner and is still waiting for a response. Leaflets have been circulated on the new recycling collection and Alison Sollis from TMBC will give a presentation to parishioners at our annual parish meeting on 25<sup>th</sup> April.  
Cllr Betts asked whether dog fouling was still a problem in the recreation ground since the notices had gone up? The Clerk said that we haven't received any further reports.

**6. PUBLIC**

A member of public reported that Mill Lane was in a poor condition; there is a lot of mud on the road and the surface is in a poor condition. The Clerk will report via the portal.

A member of public asked whether the Parish Council would be carrying out a fixed radar speed survey on Borough Green Road as there was an ongoing problem with speeding that he had first raised in 2004. The Clerk outlined what the Parish Council had been doing to address speeding issues throughout the village and reported that this was one of several areas within the village that was being looked at. The Parish Council now has a Traffic Group (made up of 3 Parish Councillors and The Clerk) and they have put together a wish list of traffic calming measures throughout Ightham and had recently instructed and met with a specialist Highways Engineer, Les Henry Associates. Les Henry Associates came highly recommended as he has worked with a number of Parish Councils and as a respected Highways Engineer we have been advised that his recommendations are more likely to be accepted by Kent Highways. Our thinking is that the village should be looked at as a whole as we receive a lot of requests but our main aim is to have a blanket 30mph limit throughout the village (with the exception of outside the school where we would like it to be 20mph). Before we instructed Les Henry Associates we had undertaken 2 radar surveys; one on Fen Pond Road and one on Bates Hill but the results didn't show the data that we expected. As part of the technical appraisal, Les Henry Associates will be undertaking hand held radar surveys on Borough Green Road.

The member of public said that he was disappointed that we weren't undertaking the same 2 week radar survey on Borough Green Road. Cllr Rayner said that the Parish Council had made a good move in instructing Les Henry Associates and there was no reason why a 2 week survey couldn't be undertaken and the Clerk confirmed that we would wait and see what Les Henry Associates advised.

Cllr Cracknell said that the best way of getting action from the Police and Highways would be to set up a Speedwatch Group to gather speed data and the Parish Council had advertised several times for volunteers but had been unsuccessful in getting people to come forward.

**6. PLANNING**

**TM/19/00622/FL** South Lodge, Tonbridge Road, Ightham, Sevenoaks, Kent, TN15 9AP.  
Extension to existing outbuilding to add a further bay. "No objection."

Signed...*R Willingham*.....Dated.....21 May 2019.....

**TM/19/00625/TPOC** 16 Nutfields, Ightham, Sevenoaks, Kent, TN15 9EA.

Mainly Ash Trees - reduce the overhang back to the vicinity of the boundary (up to 3m max reduction) retaining the screening. "No objection."

**TM/19/00632/FL** 1 Elim Cottages, Busty Lane, Ightham, Sevenoaks, Kent, TN15 9HP.

Replace existing side rear single storey extension including a new roof lantern light. "No objection."

**TM/19/00635/FL** Westwood House, Sevenoaks Road, Ightham, Sevenoaks, Kent, TN15 9AA.

Single storey orangery style link through side extension. "No objection."

**TM/19/00642/FL** 3 Oldbury Cottages, Oldbury Lane, Ightham, Sevenoaks, Kent, TN15 9DE.

Proposed loft conversion with 2 no. rooflights to front elevation and 2 no. rooflights to rear elevation. "No objection."

**TM/19/00643/RD** The Pavilion, Ightham Recreation Ground, Sevenoaks Road, Ightham, Sevenoaks, Kent. Details of Condition 6 (external lighting) pursuant to planning permission TM/16/2720/FL (demolition of existing sports changing pavilion and construction of new single storey scout and football changing pavilion). "No objection."

**TM/19/00720/TNCA** Ightham Warren, Tonbridge Road, Ightham, Sevenoaks, Kent, TN15 9AP.

T1 Lime - raise lower branches to a height of 0-4 metres, thin crown to remove approximately 25% of live branches, most thinning cuts will be between 0.25 and 3 centimetres in diameter. Reshape where necessary to keep a balanced crown. "No objection."

**TM/19/00741/TNCA** The Grange, Redwell Lane, Ightham, Sevenoaks, Kent, TN15 9EE.

T1 Row of Leylandii to fell; T2 Spruce to fell; and T3 Thuja to fell. "No objection providing Liz Guthrie is content."

**TM/19/00660/TNCA** 7 Oldbury Close, Ightham, Sevenoaks, TN15 9DJ. T1 crack willow – section fell to the ground and treat the stump with eco plugs to prevent regrowth. "No objection".

**TM/19/00821/TPOC** 65 Nutfields, Ightham, Sevenoaks, Kent, TN15 9EA. T1 Sycamore - Sever Ivy, remove suckers up to main fork including 4 at the fork. T3 Small Pine - Crown reduce overhang by approximately 1-1.5m. T4 Birch with heavy bleeding canker - Dismantle to near ground level. T5 Birch to north of T4 - Remove small branch at main union to tidy tree. "No objection."

### **Planning Decisions – Approved**

**TM/19/00499/TNCA** - T1 Cherry Tree - fell, T2 - T9 - Conifers - fell and replant with Silver Birch/Fruit Trees and T10 - T11 - Acacias T10 - T11) - fell - The Well.

**TM/19/00189/LB** - External window refurbishment to the rear elevation, 2x internal replacement windows, 1x new window and refurbished driveway gates Refurbishment of existing driveway entrance gates. - Ightham Place.

**TM/19/00142/FL** - Single storey extension to detached garage to create games room - Leathercoat House.

**LOCAL PLAN – Borough Green Gardens Update.** It was reported that there had been discord over how responses to the Local Plan have been represented on the TMBC website. A letter to the Inspectors has been drafted and circulated to Parishes by Cllr Bate at Shipbourne Parish Council. Cllr Willingham asked Cllrs Betts and Rayner to give an update at our annual parish meeting.

## **7. MATTERS ARISING**

**Highways Matters** – Road closures: Spring Lane-1 May (BT Open reach), Exedown Road - 4 May Spartan Race UK. The Clerk reported that some of the bollards on A25 have been replaced but the ones on the Oldbury Lane junction are still not working. The A25 has now been resurfaced at Seal Chart and it was thought that the surface was noise reducing. Cllr Burgham reported that cars had started parking on Leathercote Corner and asked how this could be deterred. The Clerk was asked to add it to the list for Les Henry Associates. Items to report: pothole on Bates Hill (several others on Bates Hill have been marked up already), pothole on Copt Hall and Common Road junction, pothole

Signed...*R Willingham*.....Dated.....21 May 2019.....

outside Faix, potholes outside Timbercroft and Birch Cottage. Blocked gully's outside Wellwood and on Bates Hill.

**Village Traffic Matters** - Meeting with Les Henry Associates on Traffic calming. Cllrs Hall, Cracknell and Mitchem and The Parish Clerk met with Les Henry Associates on Saturday 13<sup>th</sup> April to go through our wish list and show him the problem areas in Ightham including The Street, Borough Green Road and the Oldbury Lane/A25/Sevenoaks Road junction. He will come back to look at the various areas and carry out some radar surveys and will make some suggestions for improvements that we can take to Kent Highways. He has suggested that we gather speed data by setting up a Speedwatch Group. Cllr Cracknell will put an update in the Parish Magazine and also a request for Speedwatch volunteers.

**Scout Hut/Pavilion** – Update - Cllr Holden reported that the new scout building was broadly on target in terms of cost and timing.

**Tennis Club Lights** – Update – We approached the scouts about putting in a spur for electrics to connect lights for the pathway to the tennis club and been quoted £250. It was agreed that we should go ahead. Clerk to contact Harpers to organise. Cllr Holden has taken some photos of pathway lights which he thought may be suitable and the Clerk will email them to the Architect to see whether they would work practically and aesthetically. The Architect confirmed that the lights on the new building would be provide sufficient lighting for the path.

**Ightham Cricket Club** – Update - The Clerk reported that the sign was back up.

**Busty Stream/ Flooding** – Update - Flood Action Group - Bridge Works – Cllr Cracknell reported that the works to the bridge would start in mid June. A lot of flood resilience work has started using the grant funding. A letter has been sent to riparian owners regarding maintenance to keep the Busty Stream clear and Emma Burdett, Drainage Engineer at KCC has agreed to meet with any owners that need advice on what is required. We have already heard back from 2 riparian owners who are taking action. A question was asked about whether the Parish Council could give grants to individuals to protect their properties and Cllrs Rayner and Cracknell confirmed that we are not able to do this. The Parish does have the power to provide funding for a “community” project such as the repairs to the bridge as it will reduce the risk for everyone. The work will be funded partially by grant funding from KCC and Parish funds.

**Recreation Ground,**– Broken fence. Quote JH Gardening. Following some work to remove a dangerous branch, a fence has partially collapsed into the play area. Cllr Willingham confirmed that this belonged to the owner of the house behind the play area and the Clerk was asked to write to them to let them know. We have received a quote from James Hayward for mowing in the recreation ground for 2019/2020 and maintenance to the play area. It was agreed that we should accept the quote and Cllr Willingham suggested that we should also ask him to mow the grass near to the Crown Point. This was agreed.

**War Memorial** - We have received a quote from Anthony Edwards to maintain the War Memorial and this was agreed.

**Pitch Levelling** – Football Club – Cllr Holden has been in contact with Jamie Hitchcock from the Football Club about pitch levelling as Kent FA have some funding available. We will need to have a pitch assessment which costs £100. This was agreed.

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

**Bus Stop Back Lane** – Cllr Holden reported that the bus stop was leaning, the Clerk will report via the portal. It was suggested that we ask Anthony Edwards about taking on the cleaning of the bus shelter.

**Malcolm Ravenhill Memorial Stone** – The Close, Fen Pond Road – The Clerk has written to residents about the memorial stone and has asked TMBC and KCC about planning permission and has been sent a form to complete. The Clerk will contact Shoreham to let them know. Cllr Rayner said that he would be happy to attend the ceremony when it takes place.

**Website** – Upgrade and Change of host – The Clerk has been sent some website statistics that she will circulate and will contact Gel Creative about the upgrade.

**Annual Parish Meeting** – Arrangements – Thursday 25<sup>th</sup> April. Alison Sollis from TMBC will be doing a presentation on the new waste and recycling service at the beginning of the meeting. The Clerk has received responses from various parish organisations who will provide updates at the meeting. The Clerk will organise the glass hire and wine.

**Village Hall Car Park** - access – The Clerk had spoken to our lawyer about access to the village hall car park. It was suggested that we write to all residents about granting permission for rights of access and we will also need to put up signage to say that the rights are being exercised. It was suggested that we should also write to those residents who have gates onto the recreation ground.

Signed...*R Willingham*.....Dated.....21 May 2019.....

A question was asked about residents parking in the village hall car park and it was agreed that we were happy for residents to use the car park to encourage parking away from The Street. A question was also asked about the recycling bins; we understand that the glass, plastics and tin bins will be removed once the new recycling service comes into effect in September.

## 8. FINANCE & POLICY

Annual Return and Audit – Timetable – The Clerk has contacted the Auditor and agreed to drop off the papers at the end of the first week of May. The internal audit will cost £240. The accounts will need to be signed off at the June meeting.

The following accounts were submitted for payment: Proposed by Cllr Burgham and seconded by Cllr Willingham:

Parish Clerk Salary & Expenses April	£700.50
HMRC – Employer Tax ( <i>nil to pay as credit on account</i> )	£8.20
Gel Creative - April (OLT)	£40.00
TreeAbility – Fell dead tree in recreation ground	£60.00
Robert Lee-Amies – Work at the recreation ground and war memorial	£232.00
JH Estates and Gardening	£432.00
KALC Membership 2019-20	£861.26
E-on	£52.86
Anthony Edwards – Work at Church and Parish	£1071.80
WelMedical – New battery for defibrillator	£197.94
Kirsty Mitchem – Reimbursement	£52.99

**9. PARISH ELECTIONS** – We have had confirmation that we have a non contested election and have 7 confirmed councillors whose office will take effect from 8 May 2019. We will have 2 vacancies and will be able to co-opt new members. Cllrs Brewer, Edge-McKenna and Brierley will not be standing for office. The Clerk will circulate the forms that will need to be completed by new Councillors at the May meeting.

## 10. CORRESPONDENCE – KALC membership 2019-20

New - Governance And Accountability Practitioners Guide March 2019 – The Clerk will circulate.

## 11. AOB

Cllr Burgham reported that there were some Travellers on Seal recreation ground.

Cllr Holden reported that there had been another break- in on Common Road and suggested that we should start to keep a record and have Neighbourhood Watch on the agenda. This was agreed.

Cllr Willingham reported that Cllr Taylor had circulated a hard copy of the J5 Slips petition; we will have this available to sign at our annual meeting. Cllr Taylor asked whether we would object to yellow lines on the Haul Road? It was agreed that we would have no objection.

Cllr Brierley was presented with an apple tree and a voucher as a thank you for over 20 years of service on the Parish Council and especially her advice on trees. Cllr Willingham gave thanks.

The meeting closed at 9.25pm

Signed...*R Willingham*.....Dated.....21 May 2019.....

5/19

**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD  
ON TUESDAY 21<sup>st</sup> MAY 2019 IGHTHAM VILLAGE HALL AT 7.30pm**

Present: Cllr Willingham (Chairman), Cllr Holden (Vice-Chairman), Cllr Burgham, Cllr Cracknell, Cllr Emmett, Cllr Fielder, Cllr Hall, Cllr Mitchem, The Parish Clerk, Borough Cllr Betts and County Cllr Rayner.

**ANNUAL GENERAL MEETING**

David Emmett was co-opted as a Parish Councillor at the beginning of the meeting.  
All Members duly completed the Acceptance of Office Forms.

**1. UPDATE FROM BOROUGH COUNCILLOR, COUNTY COUNCILLOR**

Cllr Betts gave his update at the start of the meeting as he had to leave at 8pm. Cllr Betts is pleased to have been re-elected as Borough Cllr and has been appointed to the Cabinet for Waste and Street Scene. He reminded everyone that the new recycling collections will start on 30<sup>th</sup> September 2019.

Cllr Willingham said that we have a problem in the village with people dumping rubbish by the recycling bins and more recently in the recreation ground next to the builders skip. Cllr Betts said that the problem near to the recycling bins should disappear once the bins are removed in September. If it is still used to dump rubbish we will revisit the problem then. Cllr Betts said that most rubbish dumped is of a commercial rather than domestic nature; it costs the Council a lot of money to collect fly tipped waste.

Cllr Fielder asked about farm waste, in particular plastic. Cllr Betts said that there are facilities for farmers and that licensed contractors collect the waste and recycle it. There is some concern about farming waste and it will be put onto the next agenda.

Cllr Rayner reported that he had been pushing for a household recycling center in TMBC as it is the only Borough in Kent that doesn't have one. He has received news in the last couple of days that a potential site has been found.

Cllr Rayner reported that there would be a further meeting with KCC members to put together some pricing to keep the Borough Green Library open having been told that its hours would be reduced. There is no financial commitment from Parishes at this stage.

Regarding the charging for rubble and plasterboard; this will go ahead from 3<sup>rd</sup> June. The Medway Waste Facility will require ID from 3<sup>rd</sup> June. TMBC residents can use the Sundridge site to dispose of household waste without providing ID but will be charged for rubble and plasterboard.

Cllr Emmett asked whether Bio Diversity had been referenced in the Local Plan and Cllr Rayner said that Parishes had raised it and that the lawyers were looking to see whether there was any scope for Parishes to bring it to the Public Examination. This will depend on the timing; if it is delayed, there may be scope for it to be raised.

Cllr Willingham asked whether there was anything that could be done about the buses that park in the layby on A25. Cllr Rayner said that unless they were leaking fuel or causing a nuisance then there wasn't much that could be done. It is likely that they are school buses.

Cllr Mitcham raised the issue of the litter/rubbish on the slip roads and verges of the M26, Cllr Rayner said that this was the responsibility of Highways England.

**Election** of Chairman – Cllr Willingham was proposed by Cllr Holden and seconded by Cllr Hall

**Election** of Vice Chairman - Cllr Holden was proposed by Cllr Willingham and seconded by Cllr Hall

**Election** of Working Groups and Representatives:

Planning Areas – Areas of the village were divided up between Councillors and a list will be displayed on the website.

Playground - Cllrs Mitchem, Willingham and The Clerk

Footpaths – Cllrs Emmett and Fielder

Ightham Tennis Club – Cllr Holden

Scouts Representative – Cllr Holden

Village Hall Representative – Cllr Willingham

Ightham Primary School - vacant – The Clerk will email Mr Sherhod to advertise a vacancy

Tree Warden - Cllr Burgham

St Peter's Church - Cllr Cracknell

National Trust, Ightham Mote – Cllrs Hall and Emmett

Archive – Cllr Willingham

Signed...*R Willingham* .....Dated.....18/06/2019.....

**PARISH MEETING**

- 2. APOLOGIES FOR ABSENCE - DECLARATION OF INTERESTS** - None
- 3. MINUTES** - The Minutes of the Meeting held on 16 April 2019 were signed as a true record.
- 4. PUBLIC** - None present

**5. PLANNING**

**TM/19/00920/FL & TM/19/00921/LB** - Holly Tree Cottage. Raised terrace to be attached to recently built garden room extension. "No objection."

**TM/19/00942/FL** - Point House, Stone Street Road, Ivy Hatch. Demolition of existing garage and utility room and the construction of two storey side extension and first floor rear extension. "No objection to this application as long as the materials match existing. We leave to TMBC to determine."

**TM/19/00954/TPOC** – Fircroft. Leylandi x 2 - complete removal and White Willow, bunching of 6 – complete removal of the bunch of 6 (trees located in Farley Cottage). "No objection"

**TM/19/00886/FL** - Redwell House. Single storey rear extension. Single storey side extension to provide link to existing outbuilding (re-submission of TM/16/01752/FL which is due to expire in September). "No objection."

**TM/19/00963/TNCA** – Preston Fields, Tonbridge Road, Ightham. Eucalyptus tree on left hand boundary with neighbouring property remove limb growing over back of property (Winters Grace) to prevent damage to property. "No objection."

**TM/19/00740/FL** – The Old Malt House. External elevation changes, demolition of lean to utility room extension, internal alterations to form open plan family room and kitchen space. "No objection."

**TM/19/00970/FL TM/19/00971/LB** - Langley Cottage, Redwell Lane, Ightham. Replacement of existing conservatory roof with pitched, tiled roof. "No objection."

**TM/19/01061/TNCA** – Charters, Tonbridge Road. T1 Sweet Chestnut - reduce by 2m and dead wood, T2 Sycamore - re-pollard by 1m below old cuts and T3 Poplar - re-pollard to old cuts. "No objection."

**Kent Minerals and Waste Local Plan 2013-30. Early Partial Review** - Following the Regulation 19 Pre-submission consultation earlier this year, both Plans have now been submitted to the Planning Inspectorate. "No comment."

**Planning Decisions – Approved**

**19/00866/TPOC** - T3 Oak x2 - Reduce whole crown by approximately 2-3m and T7 Oak - Reduce whole crown by approximately 3-4m - Camomile House, Common Road.

**19/00821/TPOC** - T1 Sycamore - Sever Ivy, remove suckers up to main fork including 4 at the fork. T3 Small Pine - Crown reduce overhang by approximately 1-1.5m. T4 Birch with heavy bleeding canker - Dismantle to near ground level. T5 Birch to north of T4 - Remove small branch at main union to tidy tree - 65 Nutfields.

**19/00632/FL** - Replace existing side rear single storey extension including a new roof lantern light - 1 Elim Cottages, Busty Lane.

**19/00353/LB** - Listed Building Application: Proposed repairs and refurbishment consisting of timber roof member treatment repairs and alterations; internal timber treatment throughout cottage generally; chimney stack partial reconstruction; first floor joist structural integrity improvements; first floor sound proofing improvements; replace modern concrete ground floor with a new floor and under floor heating; structural tie/restraint to north flank/internal cross walls; underpins to existing foundations at north east flank walls, and replacement of all rotting timber windows and modern main entrance door - Harrow Cottage, Common Road.

**Planning Appeals**

**TM/18/02834/FL** -The Barn, Ightham Court, Fen Pond Road – Proposed replacement single storey extension. Appeal start date 10 May 2019. No further comment,

**LOCAL PLAN – Borough Green Gardens Update** – Nothing to report.

Signed...*R Willingham* .....Dated.....18/06/2019.....

## 7. MATTERS ARISING

**Highways Matters** – Road closures: Temporary Road Closure – Durlings Orchard, Ightham – from 28 May 2019 for up to 2 days. Potholes on Coach Road, Ismays Road. Erosion of tarmac on Borough Green Road by the pumping station, 30mph repeaters on BG Road need replacing. Bollard on Sevenoaks Cross Roads are still out.

**PROW** - We have received the Order for the diversion of footpath MR614 at Oldbury Lane, Ightham.

**Village Traffic Matters** - Les Henry Associates - Update on Traffic calming. We have received a quote for the traffic survey and site visits for £1,540 which was agreed. Les Henry has conducted a couple of speed surveys at different locations on Borough Green Road which didn't show excessive speeds. He will be conducting further surveys and will suggest appropriate traffic calming. Cllr Cracknell will put another advert in the Parish Magazine for Speed Watch volunteers. Cllr Mitchem reported that she had contacted the Traffic Officer at TMBC to request a Warden on The Street as there are often cars parked on the double yellow lines which obscure the sight lines towards Borough Green. Cllr Cracknell reported that the PCSO often attends the coffee shop at the Church Centre on a Wednesday and he would be able to advise on traffic issues.

**Celcon- Traffic Noise** - We have received reports of noise at night from Celcon which have also been reported in Borough Green. Cllr Taylor has written to Celcon about this and also raised various other issues such as operating out of hours, excess traffic and dust that have been noted by residents. Cllr Willingham co-signed the letter in support.

**Busty Lane** – No HGV's Signage – Following a number of vehicles getting stuck on Busty Lane and Trycewell, we have asked Kent Highways for signage; we have been offered "Not Suitable for HGV's" signage which will cost £1,500 or a 7.5 tonne limit which will require a Traffic Order. Councillors thought that a width restriction sign may be more suitable and the Clerk was asked to go back to Kent Highways to make a request.

**Scout Hut/Pavilion** – Update - We have taken legal advice and will be writing to the Scouts with a proposal that the existing Scout Hut reverts back to the Parish Council without further liability once the new building is complete. The Scouts have arranged for CCTV and an alarm to be fitted following several breaks ins. The cost will come out of the Parish Council funding. The Clerk was asked to get an update from the Scouts on their funding and will also provide the Scouts with a balance of what is left from our contribution. The Clerk said that we would need to add the building to our insurance policy once it has been handed over from the builders.

**Tennis Club Lights** – Update – Cllr Holden will resend the picture of lights to The Clerk.

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

**Busty Stream/ Flooding** – Update - The Flood Action Group have had another meeting and are chasing riparian owners about ongoing maintenance. The bridge works are due to start on 3<sup>rd</sup> June. A litter pick has been scheduled for 29<sup>th</sup> June and The Clerk will put up notices. It was suggested that this should be promoted on social media such as Next Door. We have had a request to work with the Flood Forum Group to update the Emergency Plan and a meeting is being arranged.

**Recreation Ground** – Pitch Levelling – Football Club – James Hitchcock has been in touch with Kent FA and there will be a site visit and meeting on 3<sup>rd</sup> June to find out what is involved. Cllr Holden will also ask about having a junior pitch at the bottom of the rec. The ROSPA Inspection is scheduled for July. The Clerk reported that the wetpour is badly damaged under the climbing ship and swings and had received a quote to replace it of £12k. It was felt that this was excessive. Cllr Willingham will do a site visit and we will get some other quotes. We have received an email with various requests about use of the recreation ground for the School PSA Summer Fayre in July. One of the main concerns that the Parish Council had was parking and driving on the recreation ground and the Clerk was asked to respond accordingly.

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

**Bus Stop Back Lane** – Update – The leaning bus stop has been reported to KCC and Anthony Edwards had agreed to take on the cleaning.

**Malcolm Ravenhill Memorial Stone** – Update – We have made an application for permission to Kent Highways and are awaiting a response. We have also been asked to adopt the grass verge opposite the Church which will mean that we take responsibility to cut it; Anthony Edwards has agreed to do this.

**Website** – Upgrade and Change of host – We have had a quote to update the website for £950 and make it compliant with the EU Accessibility requirements. It was agreed that this was a good price and the Clerk was asked to circulate details of websites designed by Gel Creative. A question was asked about the new format being optimised for mobiles. A decision was deferred to the next meeting.

Signed...*R Willingham* .....Dated.....18/06/2019.....



**Village Hall Car Park-** access – The Clerk reported that she had drafted a letter and had received standard form wording from KALC. She needs to identify the houses concerned and will send the letters. The same letters will also go to those sharing a boundary with the recreation ground.

**Crime Report** – There was one reported burglary and one theft in April and the pavilion was broken into again. The Clerk was asked to liaise with neighbourhood watch.

**Climate Change** - The Clerk had circulated an article from Cllr Bate at Shipbourne. This will be deferred to our next meeting.

## **FINANCE & POLICY**

Annual Return and Audit – Timetable – The Clerk has now passed all of the paperwork to the Auditor and will collect the papers with a view to signing off the accounts at the June meeting.

It was resolved that the authorised signatories on the NatWest Mandate be updated to remove the retired Councillors Edwards, Brierley and Chartres and add Cllrs Burgham, Fielder and Emmett. The existing mandate will continue as amended.

The following accounts are submitted for payment: Proposed by Cllr Hall and seconded by Cllr Burgham.

Parish Clerk Salary & Expenses May	£740.14
HMRC – Employer Tax ( <i>nil to pay as credit on account</i> )	£4.30
Gel Creative - April (OLT)	£40.00
KPFA – Subscription	£20.00
JH Estate & Gardening Services – Grass cutting & fence repairs	£840.00
BHIB – Insurance renewal	£1,409.64
Anthony Edwards – Churchyard	£593.64
Anthony Edwards – Parish Council Maintenance	£480.08
HSA Ightham Scouts – CCTV System ( <i>Deposit and Balance</i> )	£2,444.36 + £2,700.31
HSA Ightham Scouts – Alarm System ( <i>Deposit and Balance</i> )	£1,113.16 + £850.36

Deposit Account: £237,234.84 Current Account: £8,748.44 Unity Trust Bank £5,812

## **10. CORRESPONDENCE**

KCC Highways and Transportation message to Parish and Town Councils about Working better Together

KALC Dynamic Councillor Events

Town & Parish Councils – VE Day 75 - 8th May 2020

Submission Of The Sevenoaks District Council Local Plan

KALC T&M Annual General Meeting 25th May 2019

KCC Household Waste Recycling Centres' - charging policy for non-household waste materials starts on Monday 3 June.

Open Farm Sunday – 9th June, Mote Farm, Ivy Hatch, TN15 0NT from 10am until 4pm.

## **11. ANY OTHER MATTERS REPORTED PRIOR TO THE NEXT MEETING**

Cllr Willingham reported that the height restriction barrier in the recreation ground is 2.4 m and suggested that it should be reduced to 2.2m.

Cllr Willingham reported that the Village Hall Committee had met last week and there was a deficit of £219 due to the number of lettings being down. There are some works required to repair the lino in the disabled toilets and ladies toilets and Cllr Willingham suggested that the areas are tiled. This will be raised at the next PC meeting.

The meeting closed at 10.30pm.

Signed...*R Willingham* .....Dated.....18/06/2019.....

6/19

**MEETING OF THE PARISH COUNCIL HELD  
ON TUESDAY 18 JUNE 2019 IGHTHAM VILLAGE HALL AT 7.30pm**

Present: Cllr Willingham (Chairman), Cllr Holden (Vice-Chairman), Cllr Burgham, Cllr Cracknell, Cllr Emmett, Cllr Fielder, Cllr Hall, Cllr Mitchem, The Parish Clerk, Borough Cllr Betts and County Cllr Rayner and 4 members of the public.

**MINUTES**

1. **APOLOGIES FOR ABSENCE - DECLARATION OF INTERESTS - None**
2. **MINUTES** - The Minutes of the Meeting held on 21 May 2019 were approved and signed as a true record.
3. **UPDATE FROM COUNTY COUNCILLOR** – Cllr Rayner gave an update on broadband in Ivy Hatch and said that things were moving forward and that funds could be available in the next couple of months to help with connectivity in this area. Final details are expected in September. A further scheme in Fen Pond Road is now on the list of schemes although the routing has not yet been approved.

The works to the bridge on Borough Green Road are almost complete and appear to have helped during recent heavy rainfall; Cllr Rayner is pleased with the outcome.

Cllr Rayner has received several remarks on the additional charges for recycling soil and rubble and said that there will be no charges for these materials at the Cuxton site for the next 18 months pending the new household recycling facility at Aylesford. A member of public asked whether TMBC residents were able to use the Cuxton site free of charge and Cllr Rayner confirmed that they now could although they may still charge for some items such as tyres. Cllr Betts suggested that this information should be published to residents. Cllr Rayner said that the increased revenue from charging to recycle plasterboard and rubble would be used to tackle fly tipping. £250,000 will be used towards enforcement and there have already been some prosecutions and fines issued.

4. **UPDATE FROM BOROUGH COUNCILLOR** – Cllr Betts reported that the Clerk had reported more fly tipping at the Ightham Village Hall but the rubbish has now been cleared. When reporting the incident, a question was raised about how frequently the recycling bins are cleaned. Cllr Betts also asked whether the 2 black bins were necessary as they seemed to attract fly tipping.

Cllr Betts reported that the new contract with Urbaser had started well and complaints were down by 48% on the previous month and missed bins down by 6%. Cllr Betts also reported that there was a service available to help elderly residents who are unable to bring their bins to the roadside. TMBC will notify us when the new recycling service will come into force as it will be phased in from September.

At the recent PPP, the poor level of service was raised in connection with thefts from outbuildings; 2 members of the council had reported such thefts and were only issued with a crime reference number as no entry was gained to the house. This is a concerning development as all burglaries should be taken seriously and the Police Officer present at the meeting confirmed that this should be the case.

Cllr Betts attended the hearing on the South Beats Festival as he is concerned about the site location and noise. A License has been granted and there will be a Safety Group who will assess the traffic. Noise may be an issue as it is in an elevated position.

Cllr Betts attended a meeting of the Economic Regeneration Advisory Board and is pleased to report that TMBC is one of the most prosperous boroughs in the Country and features high on the list for many areas within the whole country.

Cllr Betts reported that Tom Tugendhat MP had written a long letter to the Planning Department at TMBC regarding some concerns about the Local Plan.

Signed.....*R Willingham*.....Dated.....16 July 2019.....

5. **PUBLIC** – 2 members of the public who have been involved in setting up a working group to get superfast broadband in Ivy Hatch attended to give an update on progress. The group canvassed 124 residents in Ivy Hatch and now have 80 residents who are willing to be involved. They had discussions with BT Openreach and Gigaclear; Gigaclear will not be providing a service and Openreach have come up with a number of proposals; they are subject to refinement and they are currently going into more detailed engineering. The cost is in the region of £160k. The Government Voucher Scheme will offer £2,500 per household and £3,000 per business and KCC are looking at their funding as well but need to have agreement with Central Government as it is public funding – they are hopeful that these subsidies will cover the cost. In order to get the funding, the group will need to form an entity which will be a company limited by guarantee. This will enable residents to commit and apply for the vouchers and commit their own funds. A member of public reported that he was flooded in 2016 and gave thanks to the Parish Council and Cllr Rayner for the funding that had been used for the flood defence at the bridge. He reported that the Flood Forum Group are very active and that following recent work to the bridge, the water is flowing well. Cllr Rayner also gave his thanks to the Parish Council and particularly Cllr Holdden who had pushed for a decision to make the contribution.

## 5. PLANNING

### Planning Applications

**TM/19/01153/TNCA – Glenwood**, Spring Lane, Ightham, Sevenoaks, Kent TN15 9DR. T1 3 Stem Oak - Dismantle to near ground level and T2 2 Stem Oak -Dismantle to near ground level. Both opposite No 3. "No objection."

**TM/19/01210/LDE - Land Rear Of Brookside Cottages**, Ismays Road, Ivy Hatch, Sevenoaks, Kent. Lawful Development Certificate Existing: Landscapers/builder yard with associated storage and distribution. "Ightham Parish Council objects to this application for the following reasons: We believe that the site has never been used as a builders yard but has been used for storing landscaping materials such as broken paving, rag stone etc. There used to be an open fronted building on the earth, with no proper base. The site was used to store items for burning which used to be at least 2-3 m high."

**TM/19/01160/FL - Land Rear Of Brookside Cottages**, Ismays Road, Ivy Hatch, Sevenoaks, Kent, Construction of new dwelling and detached garage." Ightham Parish Council objects to this application on the basis that it is not linear development. It is in an area of AONB and metropolitan greenbelt and there are no special circumstances."

**TM/19/01164/TNCA - Land Adjoining Upper Spring Lane**, Ightham, Sevenoaks, Kent, T1 and T2 Norway Spruce – fell. "No objection."

**TM/19/01217/FL - Half Acre**, Coach Road, Ivy Hatch, Sevenoaks, Kent, TN15 0PF. External swimming pool. "No objection."

**TM/19/01218/TPOC - Former Redland Tileworks**, Redwell Lane, Ightham, Sevenoaks, Kent, TN15 9EH. T46 Oak Tree - remove the dead wood, two standing dead stems of Silver Birch within the woodland section - fell, two trees on top of a steep bank in the woodland edge to the south of No. 42 - reduce the height of the trees by at least 50%, two fallen trees hung up on the bank to the rear of No 16 - fell, T9 and adjacent Ivy covered Oak - remove significant deadwood and sever ivy, Dead Oak trees x2 adjacent to T16, (No 22 Nutfields) - fell, Dead Willow rear of No 22 Nutfields - fell, T34 - remove dead branch above the bank and T57 and adjacent tree - remove significant deadwood." Ightham Parish Council has no objection to the above application subject to your approval but also requests that the hedges at the boundary with Ismays Road are cut back at the same time as they are overgrown."

**TM/19/01219/TPOC - 19 Nutfields**, Ightham, Sevenoaks, Kent TN15 9EA. Large Oak outside the garden of 19 Nutfields - reduce the crown back from the property extension by approx 2m (not to the boundary) and remove dead wood that may affect the property." Ightham Parish Council have some concerns about felling an Oak for reasons due to shading but leave to your discretion."

Signed.....*R Willingham*.....Dated.....16 July 2019.....

**TM/19/01222/RD - Church Of St Peter**, Fen Pond Road, Ightham, Sevenoaks, Kent, Details of condition 3 (watching brief) submitted pursuant to planning permission TM/18/02086/FL (Single storey extension of the existing church centre to provide an enlarged hall and kitchen, a new office and an additional WC. New double doors leading to an enlarged external paved area). "No objection"

**TM/19/01237/LRD - Harrow Cottage**, Common Road, Ightham, Sevenoaks, Kent TN15 9EB. Details of conditions 2 (Joinery), 3a (Timber Floor), 3b (Timber Decay), 3c.(Timber Decay), 3d (Masonry), and 3e (Roofs) pursuant to Listed Building planning permission TM/19/00353/LB (Listed Building Application: Proposed repairs and refurbishment consisting of timber roof member treatment repairs and alterations; internal timber treatment throughout cottage generally; chimney stack partial reconstruction; first floor joist structural integrity improvements; first floor sound proofing improvements; replace modern concrete ground floor with a new floor and under floor heating; structural tie/restraint to north flank/internal cross walls; underpins to existing foundations at north east flank walls, and replacement of all rotting timber windows and modern main entrance door). "No objection"

**TM/19/01254/FL - Fir Bank**, Coach Road, Ivy Hatch, Sevenoaks Kent TN15 0PE  
Demolition of existing bungalow and erection of a replacement dwelling with associated parking and amenity space. " No objection"

#### **Planning Decisions – Approved**

**TM/19/00963/TNCA** - T1 - Eucalyptus - Pollard to a height of approximately 8m. - Preston Fields, Tonbridge Road, Ightham, Sevenoaks, Kent, TN15 9AN.

**TM/19/01061/TNCA** - T1 Sweet Chestnut - reduce by 2m and dead wood, T2 Sycamore - re-pollard by 1m below old cuts and T3 Poplar - re-pollard to old cuts – Charters, Tonbridge Road, Ightham, Sevenoaks, Kent, TN15 9AP.

**TM/19/00886/FL** - Single storey rear extension. Single storey side extension to provide link to existing outbuilding (re-submission of TM/16/01752/FL which is due to expire in September) - Redwell House. Redwell Lane. Ightham. Sevenoaks. Kent. TN15 9EE.

**TM/19/00954/TPOC** - Leylandi x 2 - complete removal and White Willow, bunching of 6 - complete removal of the bunch of 6 (trees located in Farley Cottage) - Farley Cottage, Copt Hall, Road, Ightham, Sevenoaks, Kent, TN15 9DT.

**TM/19/00921/LB TM/19/00920/FL** - Listed Building Application: Raised terrace to be attached to recently built garden room extension - Holly Tree Cottage, Redwell Lane, Ightham, Sevenoaks, Kent, TN15 9EE.

6. **LOCAL PLAN – Borough Green Gardens Update** – Cllr Betts said that TMBC is not currently meeting its housing supply and the new methodology of calculation has exacerbated this. As soon as the local plan is adopted this will be addressed. A long letter has been sent from the Inspectors to TMBC and it is on the TMBC website along with the response. One of the issues that was raised was that the responses to the consultation aren't easy to identify and therefore it is difficult to assess the submissions. TMBC have cited GDPR as the reason for redacting the submissions. In addition, the relief road has been given as the "special circumstances" for the Borough Green Gardens development, however the relief road is necessary to facilitate the development. If the plan is rejected, the concern is that we will end up having to find additional housing to meet the new government figures. The plan can however be amended so that the figures can stay the same.

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

**Highways Matters** – New signage has been ordered for the bottom of Bates Hill, Borough Green Road and Rushmere Court. Potholes on Sandy Lane by the woodland, pothole by Windy Ridge, Keep Left sign on A25 by Crown Point has fallen off. It was also reported that there had been some flooding at the end of Tebbs Way but the blocked drains had been cleared.

**Village Traffic Matters** - Les Henry Associates - We have now received the Traffic Report from Les Henry Associates. In summary, he supports the suggestions put forward by the Steering Group and he has come up with some additional suggestions for traffic calming. Some speed surveys had been carried out on Borough Green Road and results indicated that the average speeds are high enough for Kent Highways to take note. Cllr Rayner suggested that we approach KCC with a priority list and an offer to contribute some funding. In addition, we should approach the Joint Transportation Board (JTB) with our list of requests. It was decided that the Steering Group should meet with Les Henry, if

Signed.....*R Willingham*.....Dated.....16 July 2019.....

possible, to go through the report and draw up our list of priorities. Ultimately the decision will be with the Cabinet Members for Highways who has a series of criteria for supporting schemes; if it has passed through the JTB, has the support of a Highways Officer and an offer of funding available, it is more likely to be looked at more favourably. A member of public said that he has spoken to the police about speeding on Borough Green Road they said that they could send out a mobile speed van if the speeding was an issue. The Clerk will contact them with the speed data that we have to see if they will come out. The member of public also asked whether the data from Les Henry was sufficient for Kent Highways to take the traffic calming suggestions seriously. Cllr Rayner said that he was very well qualified and respected. He also asked whether it was possible to have speed calming on an "A" road and Cllr Rayner said that this was now possible. One of the traffic calming suggestions is to have a roundabout at Oldbury Lane and Cllr Rayner said that the Parish would not be expected to offer funding towards such a large scheme. He also reported that the accident figures had dropped off recently, it is thought that the car park at the recreation ground has helped.

The Steering Group will meet and put together a list for Cllrs Betts and Rayner to go onto the JTB Agenda. The next JTB meeting will be 23<sup>rd</sup> September.

**Parking on The Street** - It was reported that Traffic Wardens had been out and ticketed cars on The Street; they will be making repeat visits to target the cars parking on the double yellow lines. A member of public had queried the parking restrictions at the Village Hall Car Park; The Clerk confirmed that cars can only park for 23 hours in a 24 hour period, this is to prevent people parking long term and using the spaces for storage. A question was raised about introducing parking permits and this should go onto the list of discussion items for the Steering Group.

**Accident on Leathercote Corner** – The stone cairn, village sign and street sign were recently damaged in a car accident. We have a crime reference number and have reported the incident to our insurance company and are waiting for quotes to make the necessary repairs. It was suggested that the cairn should be rebuilt as it was but the village sign should be shortened by 2 feet. Cllr Willingham had some prices for repairs: £1,260 to rebuild the cairn, £300 to hire a cherry picker to fix the sign and £80 to shorten the sign.

**Scout Hut/Pavilion** – Update - The Clerk reported that she had sent a schedule of Parish Payments to the Scouts. The Scouts said that the scheduled completion date is the end of July and we are awaiting an update on the budget and fundraising position.

**Tennis Club Lights** – Update – nothing to report.

**Ightham Cricket Club** – Update – The Cricket Club had been in touch with Cllr Mitchem to say that they were carrying out drainage works which would cost £4,500; they have requested some matched funding. It was suggested that we asked them to put their request in writing as we are still awaiting details on ownership and whether we can register the ground and pavilion as a community asset.

**Busty Stream/ Flooding** – Update - Flood Action Group - Bridge Works – It was reported that the culvert has now been installed and the brickwork will be repaired when the water levels drop. Emergency Plan – Cllr Cracknell, Cllr Holden and the Clerk had met with members of the Flood Forum including Katia and representatives from the Environment Agency (EA) to discuss how to prepare a Flood Plan which will become and appendix to our Emergency Plan. Templates have been sent to the Clerk who will prepare a first draft. The Flood Forum are monitoring the section by the BT bridge and the EA have suggested that we get together a list of people that would be able to remove large items from the Stream that would be too risky for residents/riparian owners to remove– it was suggested that we ask James Hayward.

**Recreation Ground** – Pitch Levelling – Cllr Holden had met with a Consultant and James Hitchcock; the pitch has a height difference of 2.5 metres. The Consultant will be providing a report on the quality of the pitch. They have also suggested that the pitch is cut weekly and required a feed and weed. Once we have a report we can get a quote. It is only the second team that currently use the pitch. The ROSPA Inspection is due to take place in July. Damaged wetpour – we have had one quote and will wait for the Rospa report to see what they pick up so that we can get a comprehensive quote for repairs. The PSA have contacted us about the School Fayre following our email about parking on the rec; they have asked whether a few cars could park on the ground to tether the hot air balloon, an ice cream van and a police car – this was agreed. The Clerk will circulate the flyer.

**Broadband** – Update - see above

**Bus Stop Back Lane** – Update – Nothing to report.

**Malcolm Ravenhill Memorial Stone** – Update – We have now had permission for the stone from KCC. Cllr Emmet reported that the museum were trying to get a Hurricane to do a fly over. It is likely to be installed next Easter to coincide with the opening of the season.

**Website** – Upgrade and Change of host – The Clerk reported that a cheque has been raised for a deposit.

Signed.....*R Willingham*.....Dated.....16 July 2019.....

**Village Hall Car Park-** access – The Clerk had drafted a letter that is currently with Warners for approval.

**Crime Report/Neighbourhood Watch** – Cllr Holden had circulated a list of recent break ins.

**Climate Change** - Farm Waste – Cllr Betts reported that the National Farmers have a recycling service that is free of charge to sign up to.

**Litter Pick** – 29 June – The Clerk reported that she will pick up some equipment from TMBC next week.

## 8. FINANCE & POLICY

**8.1** Annual Review – The accounts have been audited by our internal auditor. The annual review has been carried out and was duly signed off.

**8.2** Internal Audit AGAR – Sign Off – The accounting statement was approved and signed off.

**8.3** Bank Mandate signatures – The Clerk will print off the new mandate for signature by Cllr Burgham, Cllr Fielder and Cllr Emmett.

**8.4** The following accounts were submitted for payment: Proposed Cllr Hall, seconded Cllr Burgham.

Parish Clerk Salary & Expenses June	
HMRC – Employer Tax ( <i>nil to pay as credit on account</i> )	£666.22
Gel Creative - June (OLT)	£40.00
Gel Creative – Deposit for website redesign (OLT)	£285.00
JH Estate & Gardening Services – Grass cutting May	£1,416.00
Anthony Edwards – Churchyard	£924.43
Anthony Edwards – Parish Council Maintenance	£480.08
Ferncroft – Annual Parish Audit (OLT)	£288.00
Ightham Village Hall	£270.00
Latitude – Professional Fees Scout Hut	£2,940.00
KALC – Dynamic Councillor Training – Cllr Fielder	£60.00
EDF – Electricity Ightham pavilion (OLT)	£85.62
Abstract – Engineering Fees Scout Hut	£720.00
Rialtas – Software License	£145.20
Glass repairs – Village Hall	£105.60
GA Willingham – Flytipping remove	£240.00
R Willingham – Labour Fly tipping removal	£30.00
On Call Carpets – New lino for Scout Hut	£1,200.00
Wrotham Parish Council – Local Plan Professional Fees	£764.07
Deposit Account: £217,274.15	

## 9. CORRESPONDENCE –

Request for donation – Kenward Trust & Citizens Advice – It was agreed that we would donate £100 for each charity.

Town & Parish Councils – VE Day 75 - 8th May 2020 – No events are currently planned.

Representatives for the Joint Standards Committee – No interest.

KCC Leader announces new household waste site and funding to tackle flytipping – Reported above.

KALC - Councillors Conference Thursday 18<sup>th</sup> July 2019, Ditton Community Centre.

## 10. AOB

Cllr Willingham reported that floor repairs were necessary in the village hall toilets and would cost £1,730 for new tiles and £760 for decorating. Cllr Mitchem and Cllr Cracknell suggested that more substantial refurbishment should be considered and agreed to come up with some suggestions.

Cllr Fielder asked about HGV signage on Oldbury Lane – it was agreed to discuss this at the next meeting.

The meeting closed at 10.20pm

Signed.....R Willingham.....Dated.....16 July 2019.....

7/19

## MINUTES OF THE PARISH COUNCIL MEETING

TUESDAY 16 JULY 2019 IGHTHAM VILLAGE HALL AT 7.30pm

**Present: Cllr Willingham (Chair), Cllr Holden (Vice Chair), Cllr Burgham, Cllr Emmett, Cllr Fielder, Cllr Mitchem, The Parish Clerk & County Cllr Rayner**

1. APOLOGIES FOR ABSENCE - Cllr Cracknell, Cllr Hall, Borough Cllr Betts
2. DECLARATION OF INTERESTS - None
3. MINUTES - The Minutes of the Meeting held on 18 June 2019 were approved and signed as a true record
4. UPDATE FROM COUNTY COUNCILLOR – Cllr Rayner said he had attended a meeting of the Committee for Environment and Transport and that following the changes in charges for household waste, KCC have earmarked £250k to deal with fly tipping. The County will work with districts in Kent to help with enforcement on fly tipping and to be more pro active in problem areas. Cllr Rayner asked whether there were any problem areas in Ightham as he would be able to put them forward for consideration.

The reason for charging for plasterboard and rubble is that it is classified as non-household waste and other boroughs in the country are already charging for its disposal. This has meant that residents from other counties have been coming to Kent to dispose of this type of waste and Kent County Council wanted to avoid passing on the cost of this to its council tax payers.

There is no further update on the Local Plan or broadband.

5. PUBLIC - None present

## 6. PLANNING

### 6.1 Planning Applications

**TM/19/01317/LRD** - Ightham Place, The Street, Ightham, Sevenoaks, Kent TN15 9HJ.

Details of condition 3 (joinery) submitted pursuant to planning permission TM/19/00189/LB (External window refurbishment to the rear elevation, 2x internal replacement windows, 1x new window and refurbished driveway gates. Refurbishment of existing driveway entrance gates). "No objection."

**TM/19/01371/FL** - Cottage Field, Tonbridge Road, Ightham, Sevenoaks, Kent TN15 9AN.

Single storey rear extension. "No objection."

**TM/19/01362/RD** – Pinewood, Pine Tree Lane, Ivy Hatch, Sevenoaks, Kent, TN15 0NJ.

Details of conditions 2 (materials) and 7 (surface water & drainage) submitted pursuant to planning permission TM/18/01166/FL (Demolition of existing house and erection of a replacement dwelling with detached car port and stable. Change of use of agricultural land to residential use).

**TM/19/01384/FL** - 68 Nutfields, Ightham, Sevenoaks, Kent, TN15 9EA. Replace existing conservatory with a smaller single storey extension. "No objection."

**TM/19/01562/TPOC** - 28 Nutfields, Ightham, Sevenoaks, Kent, TN15 9EA. Fell dead tree, species unknown. No proposal for tree replacement due to excessive shading from existing trees and close position next to neighbouring garage buildings. "No objection."

**TM/19/01574/FL** - Crown Point Nursery, Sevenoaks Road, Ightham, Sevenoaks, Kent TN15 0HB. Retention of new agricultural/nursery dwelling and associated works. Revision to scheme approved under TM/13/01382/FL

**TM/19/01633/TNCA** - Old Stones, Sevenoaks Road, Ightham, Sevenoaks, Kent TN15 9HA .T1. Twin stemmed Cherry on western boundary- fell tree in sections to near ground level. T2. Cherry to Northwest of T1 - remove large dead section and advise on condition of remaining tree together with any recommendations to ensure safety. T3. Lawson Cypress to front of house - fell to near ground level. "No objection."

## **6.2 Planning Decisions – Approved**

**19/01219/TPOC** - Large Oak outside the garden of 19 Nutfields - reduce the crown back from the property extension by approx 2m (not to the boundary) and remove dead wood that may affect the property - 19 Nutfields, Ightham, Sevenoaks, Kent, TN15 9EA.

**19/01218/TPOC** - T46 Oak Tree - remove the dead wood, two standing dead stems of Silver Birch within the woodland section - fell, two trees on top of a steep bank in the woodland edge to the south of No. 42 - reduce the height of the trees by at least 50%, two fallen trees hung up on the bank to the rear of No 16 - fell, T9 and adjacent Ivy covered Oak - remove significant deadwood and sever ivy, Dead Oak trees x2 adjacent to T16, (No 22 Nutfields) - fell, Dead Willow rear of No 22 Nutfields - fell, T34 - remove dead branch above the bank and T57 and adjacent tree - remove significant deadwood - Former Redland Tileworks, Redwell Lane, Ightham, Sevenoaks, Kent, TN15 9EH.

**19/01330/NMA** - Non Material Amendment to planning permission TM/16/03292/FL: Variation to the design of the new covered porch to the west elevation of the property with smaller open structure, adjusted window size - wider opening - to east elevation of property, revised entrance porch design to include oak over-cladding to existing structure. Replacement windows throughout - Three Birches, Common Road, Ightham, Sevenoaks, Kent, TN15 9DY.

**19/01153/TNCA** - T1 3 Stem Oak - Dismantle to near ground level and T2 2 Stem Oak - Dismantle to near ground level. Both opposite No 3 – Glenwood, Spring Lane, Ightham, Sevenoaks, Kent, TN15 9DR.

**19/01164/TNCA** - T1 and T2 Norway Spruce - fell - Land Adjoining Upper Spring Lane, Ightham, Sevenoaks, Kent.

**19/00942/FL** - Demolition of existing garage and utility room and erection of replacement garage and first floor rear extension - Point House Stone Street Road Ivy Hatch Sevenoaks Kent TN15 0NH.

**19/00740/FL** - External elevation changes, demolition of lean to utility room extension, internal alterations to form open plan family room and kitchen space - The Old Malt House, Ightham Court, Fen Pond Road, Ightham, Sevenoaks, Kent, TN15 9JF.

**Trees on Allotment Land:** Cllr Emmett asked about the trees behind 10 Common Road as he had been approached by a tenant of the allotment. There is a dead tree that needs to come down and an Oak that needs pruning; Treeability have already looked at the trees. There was no objection to the dead tree coming down but the Clerk will check with Liz Guthrie about the Oak as we are unsure whether it is within the conservation area.

**6.3 Area 2 Planning Decision – Woodford Old Lane** – Follow up meeting – Cllr Willingham gave thanks to Cllr Mitchem for speaking at the Area 2 Planning Committee on behalf of the Parish Council. The Planning Officer had recommended that permanent residency was given to travellers and the Parish Council and several residents spoke against this on the basis that they didn't feel that the very special circumstances cited stood up. The very special circumstances cited were that the children needed access to schooling and that there were no other sites available for the travellers; however the meeting received reports and testimonies from several sources to say that the travellers hadn't lived at the site for the past 2 years. The Committee voted against the recommendation of the Planning Officer and TMBC said that the application be deferred to the next meeting of the Area 2 Planning Committee to enable the Director of Central Services and Monitoring Officer to submit an independent report on the possibility of costs if Members were minded to refuse the application. One of the residents has requested a meeting with Parish members to discuss the outcome and we are waiting for Cllr Betts to come back to us to see what, if anything further can be done to prevent the site becoming approved.

**6.4 LOCAL PLAN – Borough Green Gardens Update** – Nothing to report.



## 6. MATTERS ARISING

**Highways Matters** –Missing gate at the entrance to Ightham Mote from High Cross Road, overgrown brambles on footpath and fly tipped containers opposite Applegarth - The Clerk was asked to contact James Sheldrick at Fairlawne about these matters. Potholes on Common Road; overgrown hedges on Ismays by Fir Croft and outside Nutfields, overgrown hedges outside Hope Cottage, brambles by Longstead Cottage, overgrown hedges from White Post to Upper Spring Lane. Note to go into Parish Magazine and Clerk to circulate the letters to Councillors and report to Kent Highways.

**Village Traffic Matters** - Les Henry Associates - Report Update – Cllrs Mitchem, Cracknell and The Parish Clerk met with Les Henry to discuss the suggested traffic calming measures. A few adjustments have been made one confirmed between the Traffic Group and Les Henry, we will write to Kent Highways and the Joint Transportation Board. The Clerk needs to get costings for some of the proposals and we will offer to part fund. **Accident on Leathercote Corner** – Cllr Willingham had put together some costings for the insurance claim and the Clerk will pass onto the Insurance Company.

**HGV's Oldbury Lane** – Cllr Fielder reported that the HGV's weren't such an issue at the moment.

**Scout Hut/Pavilion** – Update - Cllr Holden reported that the scaffolding is down and the cladding is due to go on next. There have been a few delays to the project due to challenges with the roof, guttering and heating for the showers. These issues are now resolved and building control has signed off water heating proposal. The inside is largely complete and the builders are due to vacate the site within the next few weeks. The project is broadly on budget with any additional costs balanced by savings/donated materials in other areas. The groundworks have yet to be done and the Clerk asked whether the excess soil could be used to increase the bund. Cllr Holden will ask the scouts. It is intended that the old pavilion is demolished before the start of the new school term. A letter has been sent to the scouts to say that the Parish Council will take ownership of the old scout hut free of future liability once the new pavilion is complete.

**Tennis Club Lights** – Update – Nothing to report.

**Ightham Cricket Club** – Update - Cllr Mitchem reported that she had spoken to the Cricket Club who have requested funding to install a septic tank and drainage to the existing pavilion toilet. They have had 2 quotes for the works: £4,860.00 + vat for installation of the septic tank but no connection to the existing toilet and £4,485.00 + vat for installation of the septic tank and connection to the existing toilet. This is the preferred option. They have already completed a soil porosity test at the cost of £400.00 + vat. As a result of successful fund raising this season they can contribute £3,000.00 to the cost and are seeking the balance of £1485.00 plus the vat £897.00 ( £2,382.00 ) from the Parish Council. The need for an efficient toilet has increased as the ground is now again being used on Saturday mornings for junior cricket in conjunction with Plaxtol C.C. albeit with many of the boys living in the Ightham area. The Clerk was asked to write back to the Cricket Club to ask what the future plans are for the club and pavilion for the next 5 years before making a decision.

**Busty Stream/ Flooding** – Update - Flood Action Group - Bridge Works – Emergency Plan - Leak **Recreation Ground** – The school fete on the recreation ground was successful and was cleared afterwards. **Pitch Levelling** –We are still waiting for the report. **ROSPA Inspection** – We have just received the Rospa report and they have identified a few low/medium risk repairs – The Clerk will get some quotes from playground specialists to carry out the repairs. The main repairs are to the damaged wetpour. There are a couple of fence posts that need repairing and Cllr Willingham will look at these, and some branches that need to come down and The Clerk will ask Treeability whether they can do the work.

**Broadband** – Update - Cllr Willingham reported that the current cost per household was estimated at £200.

**Bus Stop Back Lane** – Update – Cllr Willingham will ask Anthony Edwards to cut back behind the bus stop to improve accessibility. The Clerk reported that the bus stop post had been repaired.

**Website** – Upgrade - This is now underway.

**Village Hall** - Refurbishment and car park access. Cllr Willingham reported that the vinyl had been taken up in the toilets and tiles ordered. Cllr Mitchem, Cllr Cracknell and The Clerk has been to the hall to identify other areas that need looking at and these will be reported at a later date. Cllr Mitchem suggested that the screen in the ladies toilet should be removed – agreed. The Clerk will send the letters about the car park access over the summer. We are still getting fly tipping in the car park and will see whether this will continue after the bins have been removed to see whether any further enforcement action is required.

**Crime Report/Neighbourhood Watch** – The Clerk reported that we now receive regular crime reports from our PCSO and that there had been a Burglary in Rectory Lane.

**Climate Change** - Farm Waste – Following a report from Cllr Betts to say that there is a plastic recycling facility available for farms, Cllrs Fielder, Mitchem and Burgham will follow up on this.

**Travellers** – Height barrier in recreation ground – We have received a quote to reduce the height of the barrier to 2m for £650 plus VAT – agreed.

**Skips** – Drainage, nettles– We have received a report of a drainage smell from outside Skips and The Clerk had recommended calling the waste water service provider... There are some overgrown nettles outside the entrance to Skips and the Clerk will ask James Hayward to cut them back.

## 7. FINANCE & POLICY

Bank Mandate signatures – It was resolved that the mandate should be updated to removed Cllrs Brierley, Edwards and Chartres and add Cllrs Fielder, Burgham and Emmett. The forms were duly signed by all new and remaining signatories.

The following accounts are submitted for payment:

Parish Clerk Salary & Expenses July	£677.02
Parish Clerk Salary August	£633.80
HMRC – Employer Tax July and August ( <i>nil to pay as credit on account</i> )	£9.20
Gel Creative - July (OLT)	£40.00
JH Estate & Gardening Services – Grass cutting June	£864.00
Anthony Edwards – Churchyard July	£603.64
Anthony Edwards – Parish Council Maintenance July	£593.08
Donation – Kenwood Trust	£100.00
Donation – Citizens Advice Tonbridge	£100.00
Warners - Legal Advice	£312.00
Wrotham Parish Council – Legal Advice Local Plan (Share)	£120.78
E-on – Electricity in Rec – unmetered supply	£55.81
R Willingham – new tiles for village hall toilets	£201.34
ROSPA – Annual Park Inspection	£103.20
On Call Carpets – Flooring for new scout hut	£2,880.00
Anthony Edwards – Churchyard August	£593.16
Anthony Edwards – Parish Council Maintenance August	£496.52

NatWest Deposit Account: £217,274.15 Current Account: £8,132.70 Unity Trust Bank: £5,055.38

## 9. CORRESPONDENCE

Confirmed diversion Order relating to public footpath MR614 at Ightham.

Consultation on 'Building for the High Weald' - A Design Guide for new housing development in the AONB - The Design Guide is the subject of an eight-week period of formal public consultation from Wednesday 19 June until Wednesday 14 August 2019.

Environment Agency – Flood and Coastal Risk Management Maintenance Programme 2019/20

The meeting closed at 9.50pm

8&amp;9/19

## MINUTES OF THE PARISH COUNCIL MEETING

ON TUESDAY 17 SEPTEMBER 2019 AT IGHTHAM VILLAGE HALL AT  
7.30

**Present:** Cllr Willingham (Chairman), Cllr Holden (Vice Chairman), Cllr Cracknell, Cllr Emmett, Cllr Fielder, Cllr Mitcham, County Councillor Rayner, The Parish Clerk and 5 members of the public.

1. **APOLOGIES FOR ABSENCE** - Cllr Burgham, Cllr Hall and Borough Cllr Betts.
2. **DECLARATION OF INTERESTS** - Cllr Fielder declared an interest in planning application TM/19/02120/TNCA.
3. **MINUTES** - The Minutes of the Meeting held on 18 July 2019 were approved and signed as a true record.
4. **UPDATE FROM COUNTY COUNCILLOR** – Cllr Rayner commented on the Area 2 meeting and reported that there had been a meeting between the MP, Borough and County Councillors to discuss travellers following the issues that several parishes had had over the summer. **Local Plan** - Cllr Rayner reported that the Inspectors replied to TMBC last week to say that they were happy with TMBC responses to their requests and would be proceeding to the hearings. They however mentioned that they had some significant concerns. They have also requested that the website displays representations as the existing format is not adequate; the requirements are that they are able to see who has commented on what matters for each site. The Inspectors will start looking at the major issues to see whether there are any major “show stoppers”, the green belt and the site selection process. This may be advantageous in terms of Borough Green Gardens as it is the largest site proposed in TMBC and is in the greenbelt; the inspector will be looking closely at the reasons that this site was put forward. This correspondence has been sent to the Parish Alliance lawyers. **Brexit** – Cllr Rayner reported that the County Council have been making preparations for a no deal Brexit but nothing is in hand for the closure of M26 if the M20 become full. Between 10,000-11,000 HGVs pass through Dover each day and we only have capacity for 12,000. This means that the consequence of 1 day of delays will cause the closure of M26 which will have consequences for M25 at Swanley, Sevenoaks and Tonbridge. KCC are doing their best to make preparations and envisage that there are likely to be problems in the short term. It is understood that the local authorities in Calais are keen to keep things moving.
5. **PUBLIC** – A member of public in attendance said that he had just bought the woodland at the end of Spring Lane on the junction of A25. It is very overgrown and he will be carrying out work to restore it. There is no public right of way over the land but residents have used a permissive path as a short cut to the National Trust woodland over a number of years. The new owner has no plans to stop the footpath but needs to carry out extensive tree work in the woodland and to manage this has created a second footpath around 10m from the original footpath to allow continued access. Both paths are currently open but there will be occasions when the original footpath will be closed; this will be clearly signposted. He is working with the Woodlands Trust and one tree has been registered on the ancient tree register.

Gill Armstrong (ex Chair of Ightham School PSA) gave an update on the summer fayre which was held at Ightham Recreation Ground in July. From the schools point of view, it was a huge success with 800 people from the community attending. They raised £5,000 and would love to do the event again with music and would be seeking permission from the Parish Council. Gill gave thanks to The Parish Council for mowing the grass and arranging the litter collection.

Cllr Holden said that there may be an issue next summer as we are currently getting quotes for pitch levelling. Cllr Holden and James Hitchcock from the Football Club had met with contractors and are waiting for a quote. The work has been broadly outlined and includes creating a junior football pitch. Pitch levelling would be straightforward to carry out, taking roughly 2 weeks then it

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

would need 3 months to recover meaning that it would be unavailable for use. Contractors have suggested Easter to start the work so that the pitch would be ready for the start of the 2020/1 season.

Cllr Holden said that this project and availability of the recreation ground would be dependent upon the quote for the pitch levelling, at this point we have no idea of what it would cost.

It was suggested that the multi-skills court should be available for public use if the recreation ground becomes unavailable. Cllr Willingham will speak to David Sherhod.

James Reid from the Scouts reported that the new Scout pavilion officially opened on Saturday 14<sup>th</sup> September with Tom Tugendhat MP and the Mayor in attendance. Around 250 people turned up and there were refreshments and activities. The first meeting in the new pavilion will take place on Friday 20<sup>th</sup> September. The grass at the front has been landscaped and seeded and a fence has been put up at the back as there is a steep bank. A question was raised about hiring the building and James said that the pavilion could not be hired out as the Trustees would then be liable for VAT on the build (C £110,000). There is a small proportion of time that the pavilion could be let for charitable hires but this is largely taken up by the Football Club. The CCTV and alarm are now up and running. The Scouts need to settle the final accounts with the builders. Cllr Willingham gave thanks and congratulations to James.

## 6. PLANNING

### 6.1 Planning Applications

**TM/19/01681/FL** – Brackenwood, Pine Tree Lane, Ivy Hatch, Sevenoaks, Kent, TN15 0NJ.

Sub-division of existing curtilage and conversion of existing outbuilding into independent Class C3 dwellinghouse with off-street parking and associated works. "Objection on grounds of harm to the greenbelt".

**TM/19/01846/TNCA** - 1 Elim Cottages, Busty Lane, Ightham, Sevenoaks, Kent TN15 9HP.

T1 Large Holly - carefully dismantle tree which is in decline, T2 Regenerated Silver Birch - reduce height by approx 2.5m, reduce sides to shape and balance, all cuts made to suitable secondary growth points. "No objection".

**TM/19/01860/TNCA** – Gateways, The Street, Ightham, Sevenoaks, Kent, TN15 9HE.

T1 Sycamore - dismantle and fell to ground level, T2 Oak - carry out a crown reduction reducing back to previous pruning points. Reduce back to source the back stem that is growing towards the road and over the power cable and T3 Hazel - reduce height by at least 2m to clear. "No objection".

**TM/19/01766** – The Knoll, Common Road, Ightham, TN15 9DY. T1 Holm Oak, crown reduce by 1-2 metres and T2 Beech sapling, crown reduce south side by 2m. "No objection".

**TM/19/01852/FL** - Old Orchard, Ismays Road, Ightham, Sevenoaks, Kent TN15 9BE.

Removal of existing conservatory to be replaced with a single storey extension. "No objection"

**TM/19/01915/CAN** – Watercrofts Wood, Old London Road, Badgers Mount, Kent, Sites Within Sevenoaks District Council Kent. Consultation by Sevenoaks District Council (ref: SE/19/02317/FUL): Proposed crematorium by the extension of the existing chapel. "No objection".

**TM/19/02007/RD** - Mote Farm, Mote Road, Ivy Hatch, Sevenoaks, Kent TN15 0NT.

Details of condition 2 (watching brief) submitted pursuant to planning permission TM/17/00888/FL (Installation of new sewage treatment plant and WC welfare facilities). "No objection."

**TM/19/02028/TNCA** - The Coach House, Oldbury Lane, Ightham, Sevenoaks, Kent, TN15 9DG.

T1 Sweet Chestnut - Reduce/prune 1 low branch back to previous pruning points, T2 Sweet Chestnut - Reduce 4 large limbs back to previous pruning points and remove suckers on trunk and T3 Sweet Chestnut - Remove 1 small branch and reduce 2 other large laterals by 3-4m. "No objection."

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

**TM/19/02120/TNCA** – Land adjoining Upper Spring Lane, Ightham, Sevenoaks, TN15. T1 Beech – fell heavily decayed stem, T2 Beech – fell, T3 Goat Willow – fell and T4 heavily leaning Willow – cut back to boundary. “No objection.”

## **6.2 Planning Decisions – Approved**

**TM/19/01860/TNCA** – Gateways, The Street, Ightham, - T1 Sycamore - dismantle and fell to ground level, T2 Oak - carry out a crown reduction reducing back to previous pruning points. Reduce back to source the back stem that is growing towards the road and over the power cable and T3 Hazel - reduce height by at least 2m to clear .

**TM/19/01846/TNCA** - 1 Elim Cottages, Busty Lane, Ightham. - T1 Large Holly - carefully dismantle tree which is in decline, T2 Regenerated Silver Birch - reduce height by approx 2.5m, reduce sides to shape and balance, all cuts made to suitable secondary growth points.

**TM/19/01766/TPOC** - The Knoll, Common Road, Ightham. - T1 Holm Oak - Crown reduce by 1-2m and T2 Beech Sapling - Crown reduce south side by 2m.

**TM/19/01701/LDP** - Warren Farm House, Tonbridge Road, Ightham. Lawful Development Certificate Proposed: Erection of a single storey rear extension .

**TM/19/01658/NMA** - Church of St Peter. Non Material Amendment to planning permission TM/18/02086/FL: Change of one window to an external single door on the western elevation and internal alterations to create a more open plan and flexible interior.

**TM/19/01633/TNCA** - Old Stones, Sevenoaks Road. Re: Various Tree Works at 'Old Stones' T1. Twin - stemmed Cherry on Western boundary: - Fell tree in sections to near ground level. T2. Cherry to Northwest of T1: - Remove large dead section and advise on condition of remaining tree together with any recommendations to ensure safety. T3. Lawson Cypress to front of house: - Fell to near ground level.

**TM/19/01384/FL** - 68 Nutfields Ightham. Replace existing conservatory with a smaller single storey extension.

## **6.3 Planning Decisions – Refused**

**TM19/01681/FL** - Sub-division of existing curtilage and conversion of existing outbuilding into independent Class C3 dwellinghouse with off-street parking and associated works – Brackenwood, Pine Tree Lane, Ivy Hatch, Sevenoaks, Kent, TN15 0NJ.

**6.4 Area 2 Planning Decision – Woodford Old Lane Update** – At the Area 2 Planning Meeting in August, TMBC had recommended that permanent permission was granted for 2 caravans at Woodford Old Lane. The Parish Council objected to this along with several neighbours to the site. Several residents (20-30) attended the meeting to support the objection. Area 2 members decided to refuse permanent consent and gave an informative that they would give consent for further temporary consent for 7 years to first generation dependants. The final decision will go to full council; either permanent permission, temporary permission or refusal will be granted. TMBC are concerned that if permanent permission is not agreed, that the applicants could appeal. If the appeal is successful then TMBC would get cost awarded against them. It was suggested that we get residents engaged in time for the meeting which will be in October.

## **7. MATTERS ARISING**

**Highways & PROW Matters** – We have received an email about access to the woodlands near to fishponds behind Reuthe’s Nursery. It was agreed that Cllr Mitchem and the Clerk would walk the footpath and try to establish the owners. Cllr Cracknell had reported a number of leaks to SE Water and would be following them up. There is a leak by the post box on Fen Pond Road and the Clerk will report via the portal. Items to report: The verge has been destroyed on Oldbury Lane/Spring Lane with building works (it is understood that the contractors will deal with this), drains blocked on Bates Hill, multiple potholes on Ismays Road and Back Lane, weeds on centre island outside the Crown Point (Cllr Rayner asked for this to be reported to Mark Simmonds and to copy him in), overgrown hedges at the end of Ismays Road and opposite Jubilee Crescent. Cllr Cracknell will put a note in the

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

Parish magazine about hedges. A resident asked about the bollard at the junction of Oldbury Lane and A25. Cllr Rayner suggested contacting Sue Kinsella about the lights and Mark Simmons about the bollards.

**Village Traffic Matters** - Les Henry Associates - Cllr Cracknell, Cllr Mitchem and The Clerk had met with Les Henry to consolidate his report with our wish list. This was completed over the summer and the Clerk worked out the costings of the various improvements. It was agreed that we send the list and report with a covering letter to Kent Highways and the Joint Transportation Board (JTB). Cllr Rayner suggested that we offer to pay a contribution and it was decided that at this stage the amount should be unspecified. The Clerk will send the draft letter and documents to Cllr Rayner who would then be able to advise the best contact to forward it to at Kent Highways and on the JTB. Cllr Emmett asked whether we needed to apply for a Traffic Order for each item or whether we could get all of the changes done under one? Cllr Rayner suggested that we apply to have it all done under one. Cllr Holden asked whether we should include residents parking permits on The Street. Cllr Rayner recommended that due to the timescales involved and consultation with the residents that it should be dealt with separately.

**Leathercote Corner** – The Insurance Company have approved the claim. Cllr Willingham reported that a scaffold would be used instead of a cherry picker and that it would reduce the cost by around £300. The pole will be lowered at the same time.

**Scout Hut/Pavilion** – Update - we will need to purchase a shed or storage container to keep the line marker. There are 2 suggestions – one that we approach the school and ask them to have a container just inside the five bar gate behind the multi skills court which could also be used to store school sports/PSA equipment. The other suggestion is that it is stored to the left of the height restriction barrier. Cllr Willingham had a quote for a 10 x 8 container for £1,600. Cllr Holden reminded us that the football posts need to come out under the Football Association guidelines and therefore the container needed to be large enough to store them. Cllr Willingham will get a quote for a larger container and will speak to David Sherhod.

**Tennis Club Lights** – Update – The lights on the new pavilion provide lighting along the path and if the Tennis Club reposition their light onto their fence then lighting should be adequate.

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

**Busty Stream/ Flooding** – Update - The Flood Action Group have a multi agency meeting on Wednesday 18<sup>th</sup> September. The bridge works by Orchard House are now complete and the group are looking the culvert further down and liaising with SE Water. The group have also been working with the riparian owners. The Clerk amended the Emergency Plan which need to have some further input. Cllr Rayner offered funding if required.

**Recreation Ground** - ROSPA repairs – The Clerk has forwarded the list of repairs to Wicksteed and is waiting for a quote.

**Security** – Quotes for fencing, gates and bollards – there have been lots of suggestions to improved security at the recreation ground following the incursion of Travellers over the summer. The height restriction barrier has already been lowered and a new security lock installed. We have had quotes to increase the metal railings up to the height barrier and install gates that can be locked when required. The cost for both with installation is roughly £5,000. To have 5" x 700mm high chestnut posts along the inside of the beech hedging from the new pavilion to the play area plus a new access gate for the mower will cost around £2,500. In addition we discussed 3 drop posts outside the new pavilion. We need to get a price for these.

It was agreed that we would go ahead with the railings, gate and chestnut posts as quoted with extra allowance for the posts to be more closely spaced. A question was also raised about having a separate pedestrian access near the height barrier, this will go onto the next agenda.

**Bus Stop Back Lane** – Update – Nothing to report.

**Website** – The new website has gone live and a new logo has been designed by the granddaughter of a local artist who produced a drawing for the Coxcombe Fayre. The font for the logo was chosen by Councillors.

**Village Hall** - Refurbishment – Cllr Willingham reported that the floor in the ladies and disabled toilets had been done and was due to be replaced in the gents next week.

**Car park access** – The Clerk reported that a letter had been sent to the resident requesting access to the village hall car park and will send letters to remaining residents as soon as possible.

**Crime Report/Neighbourhood Watch** – We now receive monthly crime reports and there have been a couple of break ins over the summer. Cllr Mitchem confirmed that the police would not attend to shed break-ins.

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

## 8. FINANCE & POLICY

The following accounts were submitted for payment:

Parish Clerk Salary & Expenses September	£701.12
HMRC – Employer Tax September <i>(nil to pay as credit on account)</i>	£4.60
Gel Creative - August & September (OLT)	£80.00
JH Estate & Gardening Services – Grass cutting July & August	£2,028.00
Anthony Edwards – Churchyard (July & August)	£1,186.80
Anthony Edwards – Parish Council Maintenance (July & August)	£1,174.12
R Willingham – Work at the village hall	£443.14
Les Henry Associates	£1,657.88
EDF – Electricity Pavilion final bill	£1,079.53
EDF – Electricity Scout Hut	£318.55
BHIB Insurance – Scout Pavilion Buildings Insurance	£461.71
TreeAbility – Work at recreation ground	£177.60
Registration of address Scout hut (reimburse J Reid ) PAID	£182.00
Inside & Out- Security at Scout Pavilion	£200.00
Laddingford - Reduction of height barrier PAID	£1,008.00
R Willingham – Flowers - reimbursement	£32.00
Kent Aluminium – New security lock for height barrier	£58.14
Gel Creative - New website design and hosting	£825.00

## 9. CORRESPONDENCE

NALC - New Model Financial Regulations 2019  
 KALC Transport Conference 26 October 2019 – West Faversham Community Centre  
 KALC Annual Finance Conference 12 October 2019 – The Herne Centre  
 KALC Meeting – Thursday 19th December 2019  
 KALC Local Government Brexit Bulletins  
 KALC - Independent Review Into Local Government Audit  
 KALC - Further IT Update on Parish Websites and GDPR Issues  
 NALC Policy Consultation E-Briefing 10-19 – 5G Mobile Coverage In Rural Areas  
 Kent Highways - Years One and Two Forward Works Programme (2019/20-2020-21)  
 South Eastern Railways - Changes to Southeastern services this autumn.

## 10. MATTERS FOR REPORT BEFORE THE NEXT MEETING

Cllr Mitchem reported that she had attended the PPP and that the police reported that there had been a spate of burglaries and lots of drug related crimes. The new bin collections will start at the end of September and a leaflet will be sent to all households.

Cllr Holden suggested another litter pick.

Cllr Emmett had received an email from the Ramblers Association about the footpath at Longstead Cottage as there is still no sign on Common Road. They are taking this up with PROW.

## 11. CLOSED SESSION

A couple of confidential matters were discussed in closed session, due to their sensitive nature.

The meeting closed at 10.05pm

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



10/19

## MINUTES OF THE PARISH COUNCIL MEETING

ON TUESDAY 15 OCTOBER 2019 AT IGHTHAM VILLAGE HALL AT  
7.30PM

**Present:** Cllr Willingham (Chairman), Cllr Holden (Vice Chairman), Cllr Cracknell, Cllr Emmett, Cllr Fielder, Cllr Hall, Cllr Hogarth, Cllr Mitcham, County Councillor Rayner, Borough Councillor Betts and The Parish Clerk and 4 members of the public.

1. **APOLOGIES FOR ABSENCE** - None
2. **DECLARATION OF INTERESTS** - None
3. **DECLARATION OF ACCEPTANCE OF OFFICE FOR NEW COUNCILLOR** - Cllr Willingham introduced Cllr Tamsin Hogarth who has been co-opted to the Parish Council. Cllr Hogarth duly signed the Acceptance of Office and the Clerk passed her the Declaration of Pecuniary Interests to complete and send to TMBC.
4. **MINUTES** - The Minutes of the Meeting held on 17 September 2019 were approved with one manuscript amendment and signed as a true record. Cllr Hall asked for clarification on the comment about the restriction on hires of the new scout pavilion due to VAT liability. Cllr Holden said that the new pavilion cannot be hired for more than 5% usage otherwise the Trustees will incur VAT on the cost of the build. The Football Club take up the majority of that 5%. The Clerk was asked to write to the Scouts to find out the exact position regarding hires so that we understand the constraints.
5. **PUBLIC** – A member of the public who on Ightham School PSA asked for some information about the proposal to level the football pitch at the recreation ground; the PSA have an interest in the plans as they are planning on running a school fayre again next summer. They also have an interest in how Parish funds are spent and wondered whether they could be better spent for the wider benefit of the community. They asked whether the space could be improved to work for other sports as well as football and whether the school could be involved in the decision making process. In terms of timing, they asked whether the works could be postponed to the summer holidays so that they could run the summer fayre again as they are relying on it to raise much needed funds for the benefit of the school. Suggestions for alternative sporting uses included a running track, multi-sports pitch and cricket nets. There was also a suggestion that the excavated earth could be used to create a tiered seating area on the bank by the tennis courts. Cllr Holden said that once the pitch is flat, it would lend itself to other sports. As part of the work, we would create a junior pitch which could be used by the school and/or a junior section of the football club. There isn't room to create a running track but the school would be able to use and mark out the pitch for other purposes. The 2 pitches would be a different levels; the smaller pitch would be closer to the Scout pavilion and there would still be vehicular access. As regards timing, if the work is done at the beginning of the summer holidays, re-seeding could be done in September. The pitch would not be available to play on for a year. We have only received 1 quote for £30k, the work would take 2 weeks and will involve heavy plant which is why it would need to be done during the school holidays. Once we have 2 quotes and some information about funding/grants from the Football Association then the decision on whether to proceed will go to the Parish Council. The PSA asked whether they would be able to see the proposed plans. Cllr Holden said that we would be happy to share them although we would only have a layout of the space as we wouldn't be required to get drawings for full planning permission.

As regards cricket, it was suggested that cricket nets would be better placed on the school grounds behind the multi-skills court.

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



Cllr Fielder asked the PSA what provision had been made for Scouts to be dropped off on the evening of the school fireworks; it was suggested that the Scouts spoke directly to the PSA to make arrangements.

The Governor of Ightham school attended the meeting to find out what the arrangements were for putting a container in the recreation ground to store the line marker and football equipment. We had received a suggestion that the container could go behind the multi-skills court on the school field but for safeguarding reasons this isn't feasible. A question was asked about using the old scout hut. Cllr Willingham said that we have an alternative location, just inside the entrance to the car park but the decision would be deferred.

**6. UPDATE FROM COUNTY COUNCILLOR** – Cllr Rayner reported that the new leader of KCC would be elected on Wednesday 16<sup>th</sup> October.

Cllr Rayner confirmed that he had received the proposed Traffic Improvement Arrangements from the Clerk and had had a meeting with Mike Whiting, Cabinet Member for Transport and it was thought that most of the proposals could be seen through although they would take some time. It was suggested that the proposals went through the Joint Transportation Board in the first instance although if they were delayed, the Traffic Orders could go through KCC. Not all of the proposals require the input of TMBC. The next stage is for the Parish Council to confirm that they would like to put the proposals forward.

Cllr Rayner reported that the proposed train service from Maidstone East via Borough Green and Wrotham to Blackfriars and St Pancras has been postponed indefinitely due to incapacity of the lines and stations.

Cllr Willingham asked whether there had been issues with the new rubbish collection service in Wrotham as there had been some in Ightham. Cllr Rayner recommended that we collated the data and reported the late or non collections to TMBC. Cllr Mitchem said that we should allow some time to let the new service bed in as inevitably there would be some teething problems.

## **7. PLANNING**

### **7.1 Planning Applications**

**TM/19/02344/TNCA** - 10 Oldbury Close, Ightham, Sevenoaks, Kent, TN15 9DJ. T1 Hawthorn to crown reduce whole crown by approximately 8 feet; T2 Hazels x4 to coppice at 4 feet; T5 Holly crown reduce whole crown to 4 feet; T7 Hazel reduce to 6-8 feet, retaining the shed screening; T8 Beech to trim to match Cherry adjacent; T9 Cherry to reduce rear top shoots to neaten; T11 Sycamore Sapling to cut back to boundary; and T12 Small Sycamore Sapling to fell to near ground level. "No objection."

**TM/19/02139/FL** - 31 Nutfields, Ightham, Sevenoaks, Kent, TN15 9EA. Single storey rear extension. "No objection."

**TM/19/02156/TPOC** - 7 Nutfields, Ightham, Sevenoaks, Kent, TN15 9EA. G1 Group of three Oak trees in the woodland edge behind No. 7 - cut back the tree on the left by up to 3m, cut back the middle tree by up to 3m and cut back the smaller tree by up to 2m. On all three trees, lateral reduction only, no reduction in height. T1 Silver Birch - reduce crown back to previous reduction point to facilitate the management of the crown by maintaining size, shape and form, T2 Small Silver Birch (poor codominant form) - Fell, T3 and T4 Beech x 2 - Reduce lateral spread over the garden of No. 7 by approx 2.5m and clear from the garage to give a clearance of approx 2m. "No objection."

**TM/19/02169/RD** - Ightham Scout Pavilion, Sevenoaks Road, Ightham, Sevenoaks, Kent TN15 9AD. Details of condition 5 (water drainage) and 9 (footpaths) pursuant to planning permission TM/16/02720/FL (Demolition of existing sports changing pavilion and construction of new single storey scout and football changing pavilion). "No objection."

**TM/19/02209/LDP** – Dalkeith, Sandy Lane, Ivy Hatch, Sevenoaks, Kent TN15 0PB. Lawful Development Certificate Proposed: 2no new porches, rear single storey extension, separate rear canopy, and separate outbuilding with storage. "No objection."

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

**TM/19/02216/TPOC** - 1 Nutfields, Ightham, Sevenoaks, Kent TN15 9EA. T1 Oak - Crown reduce upper crown by approximately 1.5m into line with crown of tree to the left. T2 Pine - Crown lift one low limb by approximately 1- 1.5m to allow more light underneath. Work is to allow more light to the house and garden and prevent the trees getting too large. "No objection."

**TM/19/02227/TNCA** – Longcroft, Oldbury Lane, Ightham, Sevenoaks, Kent, TN15 9DE. G1 10 foot strip of Laurels, along drive edge and Yew and Hazel - reduce to 8 feet, keeping level, T1 Oak Sapling - fell to near ground level T2 Sycamore, left of T1 - remove one low branch over lawn, T2 Sycamore, right of T1 - remove four. "No objection."

**TM/19/02087/FL** – Pinewood, Pine Tree Lane, Ightham, TN15 0NJ. Construction of new house already granted planning permission with minor amendment to the separate car port/stable block to convert the stable section to a single car garage. Amendment to TM/18/01166/FL: demolition of existing house and erection of a replacement dwelling with detached car port and stable. Change of use from agricultural land to residential use to convert stable section to a single garage. "No objection."

**TM/19/02350/TNCA** – Copthall, Ismays Road, Ightham, Sevenoaks, TN15 9BB. T1 and T2 Sweet Chestnuts – coppice as they have been losing limbs and now becoming a risk as they overhand the highway and T3 Sweet Chestnut – coppice as part of tree management. "No objection."

## 7.2 Planning Decisions – Approved

**TM/19/01852/FL** - Removal of existing conservatory to be replaced with a single storey extension - Old Orchard Ismays Road Ightham Sevenoaks Kent TN15 9BE.

## 7.3 Planning Decisions – Refused

**TM/19/01656/LB** - Listed Building Application: Internal alterations to form a new WC/Shower room on the ground floor - The Old Cottage Common Road Ightham Sevenoaks Kent TN15 9EB.

**TM/19/01681/FL** -Sub-division of existing curtilage and conversion of existing outbuilding into independent Class C3 dwellinghouse with off-street parking and associated works -Brackenwood Pine Tree Lane Ivy Hatch Sevenoaks Kent TN15 0NJ.

**7.4 Area 2 Planning Decision – Woodford Old Lane Update** – The Clerk reported that a final decision will go to TMBC full council on 29<sup>th</sup> October and that the Clerk and Cllr Cracknell would be meeting with local residents on Thursday 17<sup>th</sup> October. At the last Area 2 meeting, Cllr Taylor put forward a proposal to grant temporary permission for 7 years limited to the first generation resident dependents. We will have an opportunity to speak and it was decided that we would wait to see how we respond according to whether TMBC were proposing to go with Cllr Taylors suggestion or the original proposal for permanent permission. Some Councillors thought that 7 years was a reasonable compromise that we should be supportive of rather than risk permanent permission; others thought that we should continue to object to any permission to remain.

**7.5 LOCAL PLAN – Borough Green Gardens Update** –Letter from Inspectors 12 September.

## 8. MATTERS ARISING

**Highways & PROW Matters** – Access to land near Fishponds. After receiving an email from a resident about restrictions on the land that runs between the A25 up to Bridlepath 424 on Raspit Hill, Cllr Mitchem and the Clerk walked the footpath and found it to be clear, there are some notices on the trees but these are permitted as they are on the private land. As there aren't any obstructions to the footpaths, the Parish Council do not consider it to be an issue. The Clerk was asked to respond to the resident accordingly.

Salt has been ordered for the village hall, recreation ground and existing salt bins.

Drains outside Chequers and The Limes blocked, drains next to Cottage Field blocked, drain cover outside Elmhurst raised, drains on A25 either side of Seven Wents blocked, Common Road still flooding. Pothole outside Cottage Field. Cllr Cracknell said that we should clarify that the drains are actually blocked, it's more than basic leaf debris.

**Village Traffic Matters** - Les Henry Associates - Further to Cllr Rayners comments it was agreed that the Ightham Parish Highways Improvement Plan is approved by the Parish Council and we would like to proceed to get it implemented.

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

**Leathercote Corner** – Insurance claim – Cllr Willingham reported that the work to repair the sign and cairn would start soon.

**Scout Pavilion** – Update – Practical completion – We have now received the Practical Completion Certificate which has been passed to Warners. Warners have sent us and the Scouts Conveyancers a copy of the lease to sign and return. Cllr Holden took the lease to have a final check through to make sure all of the details are still correct. Shed/storage for the line market and goal posts - Cllr Willingham had received quotes for a 20" container for £1,800 plus £300 to transport it and £300-£400 to make a base. It would fit just inside the entrance to the recreation ground car park on the left and would be painted green. A discussion was had about getting a larger container to store the goal posts. It was decided that we should defer the decision until we have made a decision about pitch levelling as if it goes ahead we wouldn't need the container until next season after next. We have received a quote for fold down bollards outside the new scout pavilion, it was agreed that there should be 3 so that would give a 9 foot entrance. We will be installing chestnut posts at either end of the car park to form a barrier to the recreation ground. There will be a separate gate towards the park area for mower access. Cllr Fielder reported that there were some potholes in the car park and Cllr Willingham said that he would arrange for them to be filled with type 1. The ground to the right of the Scout pavilion has been seeded and will remain cordoned off until it has established. The Scouts have asked whether the entrance to the car park could be closed off during the evenings of 15/16 November for a Scout event, this was agreed. Cllr Willingham said that he would ask whether the gate could be installed before then.

**Ightham Football Club** – Charity match and new goal posts - Deferred until December.

**Tennis Club** – Update – Cllr Mitchem reported that there had been a drop in the water pressure in the Tennis Club which made it difficult to wash the surfaces of the courts. The Tennis Club are speaking with the Scouts to try and resolve this.

**Ightham Cricket Club** – Update - The Clerk reported that the verge outside the Cricket Club was looking untidy and that there were a couple of broken fence posts. Cllr Mitchem was asked to contact them to let them know.

**Busty Stream/ Flooding** – Update - Flood Action Group - Nothing to report, they are now focussing on the Emergency Plan.

**Recreation Ground** – Pitch Levelling - discussed above. ROSPA repairs – Cllr Mitchem and The Clerk met with Wicksteed to get a quote for the repairs, the Clerk will chase up the quote as we've heard nothing since our meeting. The Clerk reported that there had been some reports of drug in the car park and recommended that any criminal activity should be logged on the Kent Police website. There is CCTV with notices on the new Scout pavilion and we hope that it will deter criminal activity/ anti-social behaviour. The Clerk was asked to check with KALC about the regulations on CCTV.

**Bus Stop Back Lane** – Update – Nothing to report.

**Website** – The Clerk will speak to Gel creative about setting up new email addresses.

**Village Hall** - Refurbishment - The toilets and main hall are currently being decorated. It was reported that the dishwasher was leaking and probably needed to be cleaned and serviced. Cllr Willingham will contact Keenlaw. Recycling area - The Clerk reported that the recycling bins will remain in the lower car park until the new year. The Scouts are planning to keep the clothing bin but will get rid of the coardboard bin as it doesn't make much of an income although it was suggested that it may be useful to keep it as a few residents have mentioned that the green boxes aren't large enough to recycle all of their cardboard. The Clerk reported that there had been more fly tipping in the car park and will report it.

**Crime Report/Neighbourhood Watch** - Nothing to report.

**Climate Change** - Farm Waste – The Clerk was asked to chase this up with TMBC and Cllr Betts also recommended that it was reported to the Environmental Team.

**Woodland Restoration** Spring Lane – PROW – Nothing to report, this can come off the agenda for now.

**Litter Pick** – The next one will be on Saturday 9<sup>th</sup> November, details to go into the parish magazine.

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

- 9. UPDATE FROM BOROUGH COUNCILLOR** – Cllr Betts reported that overall, the new rubbish collection service had been good with 95% Borough having no problems. There are however pockets of the borough that have had problems that still haven't been resolved. Urbaser haven't dealt with the missed collections as quickly as TMBC would like and as a consequence they will work the weekend and have an additional lorry on each round. Unfortunately, in Ightham some of the missed collections were due to a broken down lorry and Cllr Betts will be chasing this up. He recommended that missed collections are reported via the TMBC website and that rubbish is left out, not taken back in.

The Clerk asked about the full council meeting on 29<sup>th</sup> where a decision would be made on Woodford Old Lane. We are not sure yet whether the Council will be recommending permanent permission or the temporary permission that was suggested at the August Area 2 planning meeting.

Cllr Betts said that The Full Council meeting will be temporarily suspended for the planning element part.

Cllr Hall asked whether the suggested amendment for temporary permission had been ditched? Cllr Betts said that TMBC could put forward the amendment. There is inadequate provision for travellers in the Local Plan and TMBC are worried that the applicant could appeal their decision; they are likely to win and be awarded costs as the Council would be deemed to be unreasonable as the Inspectorate said that they have made inadequate provision. If there had been adequate provision they could defend an appeal.

Permission is temporary anyway as it is restricted to the applicant.

Cllr Cracknell asked what our safest line of argument would be; should we continue to object or accept the temporary provision? It was suggested that we wait and see what the proposal is on the agenda when it comes out.

Cllr Betts reported that the Local Plan examination will be delayed until well into next year but the old equation for housing will still stand as the plan was submitted on time.

## 10. FINANCE & POLICY

The following accounts were submitted for payment: proposed by Cllr Hall and seconded by Cllr Fielder.

Parish Clerk Salary & Expenses October	£662.25
HMRC – Employer Tax October ( <i>nil to pay as credit on account</i> )	£4.60
Gel Creative - October (OLT)	£50.00
JH Estate & Gardening Services – Grass cutting September	£984.00
Anthony Edwards – Churchyard (September)	£593.16
Anthony Edwards – Parish Council Maintenance (September)	£610.22
TreeAbility – Work at allotment (50%)	£355.20
HSA - Security Camera Scout Pavilion	£354.00
PKF Littlejohn – External Audit Fee	£480.00
Information Commissioners Office – Data Protection Fee	£40.00
Caste Water – Water Rates Pavilion	£26.73
Latitude – Professional Fees Scout Pavilion	£1,200.00
Donation Keiti Collins	£100.00
E-on – Electricity UMS	£56.42
James Reid – Reimbursement for Zen Internet Ltd	£100.20
TMBC – Uncontested Election Fee	£522.07
R Willingham- Reimbursement for works at Village Hall	£240.00
Unity Trust Bank Transfer	£10,000.00
Tyrell Fencing – Posts for recreation ground – deposit	£885.60

Deposit Account £254,975.52

Current Account £24,150.32

Unity Trust Bank £3,910.38

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

#### 9. CORRESPONDENCE

Email from Ightham School PSA regarding pitch levelling – See above. Cllr Willingham asked whether Cllr Hogarth would be prepared to be the link to the school and this was agreed.

Ightham School PSA Fireworks display 8<sup>th</sup> November

STOP Borough Green Garden City - Petition

Kent Police - Rural Task Force report & Rural Matters

Kent Police – new online reporting tool via website, <https://www.kent.police.uk/>

TMBC Refuse collection dates

KALC Sevenoaks Town Council Precept Flyer

KALC AGM 30<sup>th</sup> November 2019 – Proposal to employ additional member of staff – increase subscription – It was agreed that we should support this proposal as KAL provide an invaluable service to us.

KALC – Brexit bulletins

#### 10. MATTERS FOR REPORT BEFORE THE NEXT MEETING

Cllr Holden reported that he had looked through the new Finance Regulations and that they should be adopted at our next meeting.

Cllr Willingham reported that 2 lights are out in the village hall car park; he will report them to TMBC.

Cllr Willingham reported that a resident was concerned about the plans at Ightham Mote and suggested that we don't make a decision until we have seen a formal planning application.

The meeting closed at 10.30pm

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12/19

## MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON TUESDAY 17 DECEMBER 2019 IGHTHAM VILLAGE HALL AT 7.30pm

Present: Cllr Willingham (Chairman), Cllr Holden (Vice Chairman), Cllr Cracknell, Cllr Hall, Cllr Hogarth, Cllr Emmett, Cllr Fielder, Cllr Mitchem, Cllr Rayner, Cllr Betts and 4 members of the public.

1. **APOLOGIES FOR ABSENCE** - None
2. **DECLARATION OF INTERESTS – All Councillors are members of the National Trust**
3. **MINUTES** - The Minutes of the Meeting held on 19 November 2019 were agreed and signed as a correct record.
4. **UPDATE FROM COUNTY COUNCILLOR** - Cllr Rayner reported a recent vote for KCC Members to have their fund increased from £15k to £20k per annum and asked us to consider any projects that we would like assistance with.

In relation to the Local Plan Consultation, the combined Parishes of Wrotham, Platt and Borough Green and Ightham have had a response from the professional advisors. The Solicitor has drawn up a letter which will go to Parishes in the next few days. There will be no need to respond separately as we will be named.

Cllr Rayner and Cllr Betts have been working on our list of highways matters to go to the Joint Transportation Board. Cllr Betts is dealing with the parking matters.

Cllr Betts has ordered some fly tipping signage via the Kent Resource Partnership. There may be more money for monitoring if the signage isn't enough.

Cllr Betts said that there are still a lot of issues with the refuse collection in Ightham and Cllr Willingham reported Ismays Road where some bins hadn't been collected for 5 weeks and many residents are frustrated. Cllr Betts said originally one vehicle collected the food waste, card and glass and plastics but the food pod was filling quickly and the lorry was too big for the narrow roads. The whole collection system has been re-organised so that food will be collected separately.

Hundreds of properties have been missed which have caused further delays. TMBC are now focusing on completing rounds and sorting out hot spot areas. The worst area in TMBC seems to be Ightham. Residents should register missed collections on the website and they should get a response. There are 2 members of staff dedicated to dealing with missed collection calls.

Cllr Rayner said that the difficulty is that there are no spare waste trucks; there is now a new weighbridge in Allington so there have been significant improvements. There are still issues with food waste as the amounts have been misjudged. Cllr Betts is in direct contact with the contractor now who is starting to get to grips with missed properties. Individual properties will be informed of different collection days. The Clerk was asked to send details of postcodes of missed collections.

### 5. PLANNING

#### 5.1 Planning Applications

**TM/19/02707/TNCA** - Ightham County Primary School, Oldbury Lane, Ightham, Sevenoaks, Kent TN15 9DD, T28 (Tag 56) Cherry twin stem to fell the canker infected stem. "No objection providing Liz Guthrie is content"

**TM/19/02678/FL** - Convert half of the double garage into living space - 14 Fen Meadow Ightham Sevenoaks Kent TN15 9HT. "No objection."

**TM19/02667/TPOC** - Various works to trees at Oldbury Hatch - Oldbury Hatch Oldbury Lane Ightham Sevenoaks Kent TN15 9DG. "No objection providing Liz Guthrie is content"

**TM/19/02842/FL** - The construction of a relocated Car Park in the lower section of the field to the east of the Walled Garden and the existing parking area; the restoration of the North Drive, the removal of

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the temporary Visitor Reception building, the reinstatement of the Walled Garden and the erection of a replacement Visitor Reception and Shop, Glasshouse and Bothy within the restored Walled Garden together with associated landscaping and drainage works - Ightham Mote, Mote Road, Ivy Hatch, Sevenoaks, Kent, TN15 0NT.

Cllr Willingham said that this was a very indepth application and we have an extension until 24 January 2020 so will defer our decision until our January meeting. The application was discussed and initial views gathered:

- Concern that they have separated this application from the one transferring the gardeners compound, previously this was a very controversial application. If this goes ahead unopposed, we may be left with the contentious issue again so may want to consider both together.
- Preservation of the traditional farmyard has some value
- Some neighbours were not directly notified
- Concerns about increase in traffic
- It is all within metropolitan greenbelt and AONB
- It will detract from general beauty of the area, suggestions that some trees could be moved from the existing drive to create extra spaces.
- It's hugely important for local tourists, they need revenue to preserve the house and estate
- IPC strongly objected to the Local Plan on grounds of MBG and AONB, shouldn't we follow the same precedent?

A resident attended the meeting to voice his concerns about the impact on the land. He read out a statement, concerns are summarised below:

- The carpark will destroy an Area of Outstanding Natural Beauty that is located on Greenbelt Land, particularly as the field is good agricultural land and should be used as such.
- The field edges, where the carpark is proposed, are home to nesting skylarks, hares, and much other wildlife which will be lost if the field is turned into a carpark with the resulting noise, light pollution, and fumes.
- The amount of traffic using Mote Road, particularly during public holidays and during summer holiday weekends. The road has been blocked on numerous occasions and there is a concern about access for emergency vehicles.
- The traffic down Mote Road was originally limited by an agreement between the Highways Authority and the Trust to limit the number of visitors to the Ightham Mote Estate to 100,000 per year.
- The number of visitors to the Ightham Mote Estate will be in the region of 200,000 to the estate this year, and it is projected this will rise to 225,000 visitors a year to the house alone, which far exceeds the capabilities of the local road infrastructure according to the Highways Authority, and the capabilities of Ightham Mote itself.
- That the carpark will destroy evidence of a Roman Road, Romano-British remains have been recorded in the area.

Cllr Willingham asked Cllr Rayner whether Highways have been consulted? He said they would have been only once the application has gone in. No reference to highways has been made in the application. Cllr Rayner said that they would usually only get involved on larger arterial roads or if there is an accident report. Cllr Rayner said that he could pass on any comments, Clerk to email Cllr Rayner with the planning application reference.

Cllr Cracknell said that the difficulty is that all of these attractions are in narrow places, are trying to encourage tourists as they are necessary but we need to find some way of managing them. Cllr Hall said that there doesn't seem to be a solution that won't affect the farmland.

A discussion was had about traffic and the possibility of parking offsite as there is no way of getting to the Mote from Ightham ie no public transport. We should try and help attractions to manage visitors ie distant parking. Cllr Rayner said that the closest place for offsite parking would be Brands Hatch. We don't get many complaints about traffic at Ivy Hatch.

It was decided that we would defer our decision until January.  
We can ask to call this in if we wish to.

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**TM/19/02638/LDP** - Lawful Development Certificate Proposed: Two no. new porches, rear single storey extension and separate outbuilding with storage – Dalkeith, Sandy Lane, Ivy Hatch, Sevenoaks, Kent TN15 0PB.

## 5.2 Planning Decisions – Approved

**TM/19/02007/RD** - Details of condition 2 (watching brief) & 3 (Sewage Treatment) submitted pursuant to planning permission TM/17/00888/FL (Installation of new sewage treatment plant and WC welfare facilities) - Mote Farm Mote Road Ivy Hatch Sevenoaks Kent TN15 0NT.

## 5.3 LOCAL PLAN – Borough Green Gardens Update - See above

**5.4 KCC** - Minerals and Waste Local Plan 2013-30 – Cllr Rayner said that Western extension is not on the plan. There has been an application on the Borough Green site for a change in the number of vehicles but there has already been a comprehensive response.

**PUBLIC** – Mr Reid from the Scouts raised that VAT issue on the new scout pavilion. Mr Murray had called Cllr Holden this afternoon and confirmed they had received written guidance from HMRC and had advice from a top accountant firm in the country. Following case law in September 2016 (Longridge v HMRC). They can only rent the building for 5% time or will incur VAT on the build cost.

Cllr Holden said that the point of the question about VAT was that the intention was that there would be some community use of the scout pavilion but there isn't any. Mr Reid confirmed that you cannot use the building for any economic activity including fund raising without the Trustees potentially being liable for the VAT on the build.

Cllr Rayner said that this should be referred to Tom Tugendhat to question HMRC. We do not wish to make trustees liable in any way.

A resident attended the meeting to confirm that the Parish Council were willing to contribute some funds to getting a legal opinion in relation to a planning matter. The matter had been discussed in an Extraordinary meeting of the Parish Council on Monday 2<sup>nd</sup> December and the Parish agreed to contribute funds towards a legal opinion to determine whether a Judicial Review would be viable. It was agreed at that meeting that we would contribute 50% towards legal costs, capped at £3,000. The resident said that legal costs would be between £1,750 and £6,000 but could rise to £10,000 and it was unanimously agreed that we would raise our cap to £5,000. The Clerk has taken legal advice from KALC and we can support this under S.222 Local Government Act 1972 and contribute under S.137 1972 LGA. The application for the Judicial review needs to go in tomorrow night but the Barrister will only proceed if there are strong grounds. The resident has contacted other residents to ask for contributions towards costs and the Parish Council has agreed to hold any donations and pay the legal fees directly. The resident agreed to pay the initial deposit as the lawyer needs funds on account to start work.

## 6. MATTERS ARISING

**Highways & PROW Matters** - Cllr Fielder reported various potholes on Spring Lane. Another lock is needed for the barrier to the recreation ground, Cllr Willingham will ask Tyrells. Cllr Emmett reported Common Road has flooded again – a tanker was in attendance this morning. The run off is into a gully, if the road is to be resurfaced next year, the drainage must sorted out first. The traffic islands are still unlit, the Clerk has requested new bollards but was also asked to email Cllr Betts and Cllr Rayner as they have been out for so long and also raise the drainage issue on Common Road.

Cllr Holden raised the A25 junction with Common Road; if someone is parked in the filter lane it's a very dangerous junction, it needs a filter lane like Coach Road.

**Village Traffic Matters** - Les Henry Associates - Update – See above. Leathercote Corner – Cllr Willingham will reinstate the cairn and fix the sign in the new year.

**Scout Pavilion** – Update – VAT clarification - Cllr Holden has asked for the written information from HMRC, then we can take a view. The Clerk reported an issue with the electricity bill for the old pavilion as it hasn't been registered as having been demolished despite UK power networks disconnecting the meter and EDF verifying that it doesn't exist. The Clerk is waiting for a call back

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

from EDF but asked whether we should pay the bill if it hasn't been resolved by January and then recover the amount later due to a concern about being a bad debtor.

**Ightham Football Club** – Pitch Levelling - Cllr Holden has spoken to James Hitchcock who has confirmed the first team has folded. They have a strong second team, however, it is unlikely that we would want to fund pitch levelling on that basis.

**Tennis Club** – Update – Cllr Mitchem reported that the water problem hasn't yet been sorted, Harpers have been in this week.

**Ightham Cricket Club** – Update - An email has been received to confirm that the fence will be repaired.

**Busty Stream/ Flooding** – Update - Flood Action Group - Emergency Plan - Nothing to report.

**Recreation Ground** – ROSPA repairs - Cllr Mitchem has contacted someone about a quote for wetpour, they will come in the new year. The new security gate is now fitted. New signage – words were circulated and it was agreed that we should order 2 signs. Disabled space – Latitude has confirmed that one is necessary under the terms of the scout pavilion planning application and suggested torching the sign into the tarmac. We are unsure how many were required for the whole car park and the Clerk was asked to verify with Latitude and have all spaces marked out clearly. Cllr Fielder agreed to trim the beech hedge and estimate how many new plants are needed to fill the gaps, we can order them from Planet Plants. **Bus Stop Back Lane** – Update – Nothing to report.

**Village Hall** - Refurbishment - Cllr Willingham confirmed that the gents toilets would be retiled. Car park access – Clerk to send letters and organise signage. Recycling area – the cardboard bank will be removed in the new year - discuss maintaining when time comes.

**Crime Report/Neighbourhood Watch** - Cllr Hall said that there would be a NHW gathering in January. A parking Warden has been seen in The Street ticketing cars.

**Climate Change** - Farm Waste – Nothing to report.

**Old Scout Hut** – We have received a request from a local business to lease the old scout hut. The Clerk was asked to respond to say we aren't in a position to make a decision on the scout hut at this point. The Scouts have asked whether they can clear building by mid January, the Clerk as asked to set a deadline of 31 January to take possession.

**Allotments behind Common Road** – Renewal of agreements - A boundary fence has been put up between no 9 and no 10 and no 10 now has approx 2/3 share of the land. The allotment agreements are up for renewal and it was agreed to increase no. 10 rental to £150 pa. Warners are drafting the agreements.

## 7. FINANCE & POLICY

Bank Mandate – Update – Nothing to report

Precept 2020/21- Due 17 January 2020 - Cllr Holden will meet with Cllr Hall and The Parish Clerk in the new year to discuss the budget. Max increase will be 3%. depending on our level of reserves. Our running costs are £40k. Figures will be circulated and we will agree by email. It was agreed that we should invest in improving the village hall, the recreation ground – adult equipment and traffic calming.

Data Protection and Website Accessibility – New email addresses have been set up and will be circulated in the new year. Cllr Fielder raised the point about GDPR and having separate laptops. The following accounts were submitted for payment: Proposed by Cllr Hall and Seconded by Cllr Fielder.

Parish Clerk Salary & Expenses December	£688.85
HMRC – Employer Tax December ( <i>nil to pay as credit on account</i> )	£4.60
Gel Creative - December (OLT)	£50.00
JH Estate & Gardening Services – Grass cutting November	£2136.00
Estate & Gardening Services - New fence at allotment	£816.00
Anthony Edwards – Churchyard (November)	£915.89
Anthony Edwards – Parish Council Maintenance (November)	£582.52
Edward Tyrell – Bollards at the recreation Ground	£2,144.40
Wrotham Parish Council – Professional Fees Reg 19 Review	£570.41
Wicksteed – Parts for equipment repairs	£640.94
WelMedical – Replacement pads for defibrillator	£81.42
Warners – Legal Fees for lease to scout pavilion	£540.00
Zen Internet - Business Full Fibre 2 (OLT)	£46.20
Invicta – drop posts	£4992.77
KALC – Allotment	£72.00
R Willingham – locks	£22.25

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

## 8. CORRESPONDENCE

KALC News - November 2019  
 KALC Information Note - IT Update on websites  
 Kent Police - Rural Task Force report & Rural Matters  
 KALC Community Awards Scheme 2020  
 Ightham Music Festival – 13 June 2020  
 Draft Letter from Tim shaw on J5 Slips  
 St Peters Christmas services

The Parish Council gave thanks to the Fairlawne Estate for the christmas tree.  
 Cllr Holden – will meet with Cllr Hall and The Parish Clerk in new year to discuss the budget.  
 Cllr Cracknell, carols in the Square tomorrow, Midnight mass is at the earlier time of 11.15pm. Cllr Hogarth – Met Paula Freeman and asked whether we would consider PSA events being advertised on the website, agreed.

Meeting closed at 10.15pm.

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