



4/20

**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD  
REMOTELY VIA ZOOM ON TUESDAY 19 MAY AT 7.30pm**

**Present: Cllr Willingham (Chairman), Cllr Holden (Vice Chairman), Cllr Burgham, Cllr Cracknell, Cllr Emmett, Cllr Fielder, Cllr Hall, Cllr Hogarth, Cllr Mitchem, County Cllr Rayner, The Parish Clerk and 2 members of the public.**

- 1. APOLOGIES FOR ABSENCE** - Borough Cllr Betts
- 2. DECLARATION OF INTERESTS** - Cllr Willingham declared an interest in Brambledown as a neighbour
- 3. MINUTES** - The Minutes of the meeting held on 21 April 2020 were approved and signed as a true record. The Clerk said that she had corrected a payee in the finance section and it was noted that Cllr Holden signed the March Minutes as he had chaired the meeting. The Clerk will drop a copy of the Minutes to the Chairman to sign.
- 4. UPDATE FROM COUNTY COUNCILLOR** – Cllr Rayner was pleased to report that Ightham Primary School had just been rated as outstanding at a recent OFSTED inspection in March.

Cllrs Rayner and Betts are working together on the Joint Transportation Board application in connection with the Ightham Parish Highways Plan with Cllr Rayner on the Highways aspects and Cllr Betts on the parking aspects.

Cllr Rayner reported that KCC continues to support Ightham Parish in flood defenses at the Busty.

Cllr Rayner reported that the system for booking a slot at the Household Waste site would be down on Wednesday 20<sup>th</sup> May from 9-10am for a software upgrade.

Cllr Willingham gave thanks to Cllr Rayner for organising the drainage works on Common Road.

- 5. PUBLIC** - There were 2 members of the public present who commented on the Longcroft Lodge application.

**6. PLANNING**

**6.1 Planning Applications**

**TM/20/00788/TNCA** - 3 Oldbury Close, Ightham, Sevenoaks, Kent, TN15 9DJ.

Bay leaf tree to front of property reduce by 50%. "No objection."

**TM/20/00690/FL** - Bramble Down House, Ismays Road, Ivy Hatch, Sevenoaks, Kent, TN15 0PA.

Demolition of existing detached garage and construction of new detached garage and associated driveway, removal of existing front porch and construction of new utility room and extension of entrance hall with porch. "No objection, we would like to see the garage scaled back"

**TM/20/00853/FL** - Dalkeith Sandy Lane, Ivy Hatch, Sevenoaks, Kent, TN15 0PB.

Rear single storey extensions, replaced and extended porch, new dormer window, new rooflights to rear and one to front, removal of tile hanging and replacement with render, timber cladding to first floor rear elevation, minor landscaping works including nominal raise of patio level, Pergola frames (not attached to building), sunken external seating area and detached outbuilding. "No objection but we wouldn't expect to see any further development of this property."

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



**TM/20/00866/FL** - Mulberry Hill, Rectory Lane, Ightham, Sevenoaks, Kent, TN15 9AJ. Internal alterations, single storey extension and works to the existing boot room to the south west corner. Alterations to the existing driveway and introduction of new terraced landscaping."No objection."

**TM/20/00952/FL** - 51 Nutfields, Ightham, Sevenoaks, Kent TN15 9EA. Rear single storey extension and front porch extension. "No objection."

**TM/20/00983/FL** - Old Tiles, Stone Street Road, Ivy Hatch, Sevenoaks, Kent, TN15 0PQ. Proposed in-ground swimming pool. "No objection but we would like a condition to see a sustainable heating source."

**TM/20/00957/FL** - Longcroft Lodge, Oldbury Lane, Ightham, Sevenoaks, Kent TN15 9DE. Erection of 2 no. four bedroom houses (as an alternative scheme to that approved under TM/18/00668/FL). The Parish Council has received a number of comments and objections in relation this application. This is an alteration to the size and layout of the houses and to the entrance. It was noted that a tarmac drive had been laid already which had a different trajectory and was wider than what was agreed in the previous application. A lot of the trees have already been removed. The Clerk was asked to report this to Enforcement.

A member of public raised concerns about the application as in the original application the stables were to be demolished. These have now been excluded from the plot yet the proposed houses take the demolition of the stables into account for the increase in footprint. If the stables aren't demolished then the footprint of the houses should be reduced accordingly. In addition, they object to the latest plans in that they diverge from the existing building line which has been extended by 4m at the rear of the plot impeding on the neighbouring property.

Cllr Rayner said that the point made by the member of public was fair and reasonable however even if consent wouldn't be granted the planning authority on planning terms it would probably accept the application if the 5 year supply of housing couldn't be met by the Borough.

Cllrs Burgham and Mitchem said that if the current conditions aren't being adhered to then it should be a matter for enforcement.

Cllr Cracknell said that any consent should be conditional on using sustainable/ renewable resources and that she was concerned by the visibility of the properties from the road side in relation to the street scene in Oldbury Lane and the landscaping being adhered to ensure screening. Would the stables be used as the basis for a further application?

Cllr Willingham said that Liz Guthrie would be involved in enforcement of the trees.

Another member of public said that he was concerned about further development on the land to the rear of the properties and the tarmac and apparent widening of the track indicated that this is the intention. He asked whether there was anything that could be done to protect the land? Cllr Rayner said that the options were an application for an Article 4 Direction or request for TPO's on the trees to the rear. An Article 4 Direction is obtained by application to TMBC but must demonstrate that it is favourable to public policy and you need to demonstrate that harm would occur if an Article 4 Direction was not obtained. Cllr Rayner suggested that we seek guidance from Shipbourne Parish Council who have some experience in this area.

Ightham Parish expressed concern about overdevelopment in 2018, we cannot see any justification for a larger 4.8m track and the setting should have been suitably preserved under planning consent in 2018 and hasn't been, numerous trees that should have been preserved have disappeared. Some of this land falls within the conservation area.

It was agreed that we should object to the application on the basis of over development and that the conditions in the 2018 application haven't been adhered to. The over development point is by reference to the demolition of the stables being taken out of the new application therefore the footprint

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



of the houses should be reduced in size accordingly. We object to the shape and width tarmac drive which has already been laid as it is not in keeping with the character and distinct setting of the area. We would also like to see a detailed landscaping plan as some of the vegetation and trees have been removed contrary to the conditions in the 2018 application and the landscaping should conform to the street scene in Oldbury Lane. We should also report the track and removal of trees to TMBC Planning Enforcement and check the status of the footpath with PROW to see whether the final approval for it to be moved was granted. We have concerns about the surfacing of the track and purposes for which it is intended.

## 6.2 Planning Decisions - Approved

**Kent Minerals and Waste Local Plan 2013-30 - Plan deemed compliant and sound – proposed sites:** Extension to Stonecastle Farm Quarry, Hadlow, Land at Moat Farm, Five Oak Green, Chapel Farm (West), Lenham.

**TM/20/00573/RD** - Longcroft Lodge, Oldbury Lane - Details of condition 2 (materials) pursuant to planning permission TM/18/00668/FL (Demolition of existing bungalow, garage, stables, greenhouse and out buildings and the erection of 2 no. four bedroom houses and detached garages)

**TM/20/00517/RD** - Crickets Farm, Borough Green Road - Details of condition 6 (mechanical air extraction/ventilation system) submitted pursuant to planning permission TM/16/00933/FL (Conversion and extension to Barn 6 to part use as self-contained restaurant/cafe (A3) and part office (B1); erection of Barn 3 abutting Barn 2 as part additional self-contained Gym (D2) and part office (B1); New sub-station, and bin store to rear of Barn 4 (amendment to planning TM/14/00182/FL).

**TM/20/00553/FL** - Old Stables, Sandy Lane - Installation of Velux windows to the rear and pitched dormers to the front of existing second floor to provide 2 additional bedrooms.

**6.3 LOCAL PLAN – Borough Green Gardens Update** - Update – Following a Government Update, The Planning Inspectorate is expected to run virtual examinations so it is possible that hearings will take place this summer.

**6.4 LEGAL OPINION – Judicial Review** - Update. Court hearing date scheduled for June 9<sup>th</sup> & 10<sup>th</sup> and will be remote. The TMBC decision on another Traveller site at Askew Bridge was circulated prior to the meeting and Councillors expressed disbelief about the opposite approach that TMBC had taken.

**Area 2 Planning Committee – Ightham Mote** - The Ightham Mote car park application will be determined at this Committee on Wednesday 27<sup>th</sup> May 2020 at 7.30pm via Microsoft Teams.

## 7. MATTERS ARISING

**Highways & PROW Matters to report** – Potholes on Spring Lane between White Post and Upper Spring Lane, potholes on Mote Road, weeds need spraying on A25 on the central reservation by Crown Point and down to White Post. It was agreed that we would ask James Hayward to do this. Cllr Rayner asked for the Minute to forward to Kent Highways. The Clerk has requested resurfacing of Mill Lane off A227.

**Village Traffic Matters** – Update - Leathercote Corner - Bollards will be installed once Tyrrells have reopened.

**Scout Pavilion** – Update - Cllr Holden asked whether it would be a good idea to have a defibrillator at the new scout pavilion. The Scouts are already considering having one inside but could have one on the external wall. It was agreed that it would be a good idea to have one that could be available for community use, the Clerk will look into prices. Cllr Mitchem asked whether the bags of building materials at the recreation ground car park could be removed. Some of it will be used for some additional works and Cllr Willingham said that he knew someone that could make use of what was left over.

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



**Old Scout Hut – Refurbishment** – Cllr Willingham reported that the refurbishment works had been completed, it was just slightly over the £20k budgeted, this was due to needing a new water heater and USB electrical points which were more expensive than normal sockets. The Clerk had applied for the COVID Grant of £10k but had received a letter from TMBC to say that we weren't eligible. Cllr Willingham asked whether we could go ahead with decoration; the internal decoration quote is £3,600 and external £960. This was agreed. Cllr Hall asked what the status was with the school lease. The Clerk reported that she has been in touch with the Chair of Governors and the Head Master about the lease and the annual rent and they were keen to get the lease signed as soon as possible. The Clerk has been in touch with Warners Solicitors to send over an initial draft that we can start to negotiate. The lease will be between KCC and Ightham Parish Council and the Head had spoken to the Clerk about some terms that KCC would expect to see in the lease. The Clerk outlined these terms which seemed to be standard terms but we will take legal advice on the drafting. A question was raised about what would happen if the school were to become an Academy and the Clerk was asked to raise this with Warners and ask for a provision to be made in lease.

**Ightham Football Club – Update** - Nothing to report regarding funding and progress for levelling the pitch, it is unlikely to go ahead this summer. Cllr Willingham said that he had a contact for a surveyor. Cllr Holden reported that the Football Club would like to come back to Ightham in August, subject to COVID and Football Association (FA) guidelines. They would need to have goal posts and the Club are applying for funding for fixed posts and pitch maintenance. Fixed posts are permitted by the FA and they would be useful for community use and they would resolve the issue of storage. Cllr Willingham reported that we hadn't progressed with storage for goal posts and the line marker.

**Tennis Club - Update** - Cllr Mitchem reported that the Tennis Club has reopened for families and singles matches although the club house remains closed.

**Ightham Cricket Club – Update** - New Treasurer – Request for funding – Cllr Burgham had met with the new Treasurer of the Cricket Club who has subsequently written to the Parish Council outlining the position and obligations of the Club. They still need to complete phase 2 of the building works to create a new toilet block. Ightham Parish Council donated towards Phase 1 of the project to create an equipment store which has now been completed. The Cricket Club has some funding but not enough to complete Phase 2. It was suggested that the Cricket Club should put forward a proposal for us to consider and Cllr Burgham will approach them about this. Cllr Rayner said that any Club or cause that the Parish wanted to support should consider an approach to him about grant funding, however this should be made sooner rather than later as KCC is likely to be overbudget for this year and grants may be cut going forward.

**Busty Stream/ Flooding** – Emergency Plan – Clerk is finalising- Cllr Cracknell attended on online Riparian Management Seminar. Cllr Cracknell reported that the village tidy up would have to be rescheduled due to COVID.

**Recreation Ground –Wet pour repairs** – Play park closed - New signage – The Clerk reported that a small pathway was missed in the wetpour work and was in contact with the Contractor to come and complete the work. We have received the invoice but will not process until we have heard back from them. Cllr Willingham reported that he had put the new signs in the car parks up with Cllr Fielder. Cllr Emmett reported that there were children playing in the playground despite the notices. The Clerk said that she had been notified and had put some new cable tied around the gates as they had been cut off. Cllr Holden suggested putting some heavy duty bike locks on the gates to deter people from using it. Agreed. Cllr Hogarth asked whether there were plans to reopen the car park. It was decided that it should remain closed for now as there is enough parking in the layby.

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

**Village Hall** - Refurbishment - Cardboard recycling area - Business Rates Grant. Cllr Hall asked on what basis the Village hall got the grant and whether other organisations in the village would be eligible. Cllr Mitchem said that the grant was a COVID grant and was a small business rate relief to allow for loss of earnings. The cardboard recycling bin is now being emptied and the door step

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



collections are working well. As people are still using the recycling bin, it was decided that we would leave it as it is for now. The Scouts run the service but don't make much money from it as are only receiving funding from KCC, not for the cardboard itself.

**Skips** - Rental Break and water rates – The Clerk reported that SKIPS had been closed since March during lockdown and suggested that we should offer a rental break for the period of the closure. This was agreed. Cllr Willingham said that builders have used the water supply from SKIPS during the work to the old scout hut and said that we should also reimburse SKIPS for water during this time.

**Crime Report/Neighbourhood Watch** - Update – Cllr Cracknell said that the Neighbourhood Watch groups had been useful in organising community support during COVID-19. Before lockdown we were trying to extend the NHW Group along the Borough Green Road but this hasn't yet happened.

**Climate Change** - Farm Waste - Cllr Fielder said that there is still a lot of plastic waste, Environmental Team has not been in contact and the Clerk was asked to follow this up with Robin.

**Allotments behind Common Road** – Renewal of agreements - The agreements are still with Warners.

**Memorial Stone installation** – Postponed

**Ightham Club** – Tree work and redecoration – request for a donation. Some of the trees on the boundary of the car park behind the Club need to be reduced as debris is falling onto the car park, the cost is approximately £1,800. In addition the Club required refurbishment at a cost of approximately £4,800. Following some discussion, it was agreed that we would make an initial donation of £450 and would suggest some sources of funding with a view to a considering a further donation once other avenues had been explored.

**Ightham School** – Ofsted Report – Following the excellent OFSTED report the school have asked whether they could put up a banner advertising the new status on the railings outside the recreation ground. This was agreed subject to them taking into account any planning consents.

**Ightham Volunteers** – Update – Cllr Cracknell reported that demand for volunteers has fallen away and they are now looking at identifying people who are lonely and moving towards a different phase of support. Cllr Hall reported that the Farm Shop were doing a good job in providing produce during this time.

**Shipbourne Farmers Market** - Grant funding and donation – Following a request for funding by Shipbourne Farmers Market to Cllr Rayner, the Clerk had completed an application for on behalf of Ightham and Shipbourne Parish Councils for £1,000. The funding was to buy software to enable the farmers market to have an online ordering service to enable the market to continue during lockdown and provide a service to the community. Cllr Rayner had agreed to the grant funding on the basis that the Parishes also made a donation. The Clerk reported that the market has been successful in being completely online. It depends on a lot of community volunteers to sort the orders and deliver to those who are self-isolating. The farmers market is used by Ightham residents and the Clerk reported that she delivered to between 5-6 Ightham residents each week who are self isolating, many other residents place orders and collect themselves. Cllr Rayner said this is not a profit making operation and the market would have closed down if they didn't go online. Cllr Cracknell said that the market is very well run with lots of volunteers and that we should be supportive of Kent producers. It was proposed that we should donate £400 and this was agreed.

## 8. FINANCE & POLICY

Audit – Deadline extended to 31 July – Internal Audit

Data Protection and Website Accessibility – New email addresses – No update

Risk Assessment & Updated Asset Register - Approval – Cllr Hall asked about the land in Ivy Hatch and the Clerk said that although it was ours it was unregistered and it would involve a lengthy and complicated legal process to go through to register it.

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



Cllr Emmett asked whether we would be making an insurance claim against the repairs to the cairn and sign and the Clerk said that we would be.

The following accounts were submitted for payment - : Proposed by Cllr Emmett and seconded by Cllr Fielder. The Clerk will pass the cheques to Cllrs Willingham and Hall to sign and will set up remaining payments on line (OLT) to be authorised.

Parish Clerk Salary & Expenses April OLT	£692.36
JH Estate & Gardening Services – Grass cutting	£864.00
Rialtas – Software Update for Accounting Package	£30.00
Paulette Furse – Internal Audit – Transfer of payroll from Mac to Windows (OLT)	£50.00
Gel Creative - May (OLT)	£50.00
Zen Internet - Business Full Fibre 2 May (OLT)	£46.20
GA Willingham & Sons – Repairs to stone cairn (OLT)	£1,478.00
KFMA – Software Farmers Market	£900.00
Russell Lucas – Electrical works at the Old Scout Hut	£3,650.00
A Willingham Ltd – Labour and materials to carry out works to Scout Hut	£8,484.00
Unity Trust Bank – Transfer	£20,000.00
<i>SJ Relfe Plastering – Plastering Old Scout Hut (OLT – Paid)</i>	<i>£1,000.00</i>
<i>Charles Russell Speechlys (approved at April meeting – now paid)</i>	<i>£5,764.80</i>

Deposit Account: £212,729.75 Current Accounts: £3,447.29 includes unrepresented Cheques  
Unity Trust Bank £30,867.50

#### **9. CORRESPONDENCE – (Please email Clerk if you would like to receive information)**

GOV.UK – Information to Local Authorities on the reallocation of road space (*to enable cycling and walking and enable social distancing*).

TMBC - list of funds: <https://www.grantsonline.org.uk/coronavirus.html>

KALC NEWS APRIL 2020

Rural Crime report and Rural Matters publication from the Kent Police Rural Task Force

KCC media release on Free, safe and anonymous online support for young people in Kent

Kent's Household Waste & Recycling Centres to reopen – 15 May 2020 (by appointment only)

Tom Tugendhat - M25 Junction 5, slip roads update – Not included in RIS 2 Strategy

SimRush Help for Key Workers who need improved broadband

#### **10. AOB**

Cllr Mitchem said that she would be happy to do the work to identify the trees to have TPO's on land at Longcroft and Cllrs Fielder and Willingham also offered assistance.

Cllr Cracknell reported that the Parish Magazine was now digital and is in a flip style and is available on the Parish and the Church website.

Cllr Cracknell reported that the Church was still closed but is looking to open in some kind of format from July.

Cllr Emmett reported some fly tipped tyres on Exedown Road.

Cllr Willingham said that there is still a bit of flooding on Common Road due to a slight depression but it is much improved.

Cllr Willingham reported trees overhanging the footpath in the recreation ground and along the front by the railings, it was agreed that we would ask James Hayward to trim this back.

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



Cllr Emmett asked whether we could fill the potholes in the recreation ground car park whilst it was closed and Cllr Willingham said that he could put some planings in.  
Cllr Willingham gave thanks to Cllr Fielder for helping to put the car park signs in.

The meeting closed at 9.50pm

Signed: *SR Hüseyin*