



5/25

**Meeting of the Parish Council held on Tuesday 20 May 2025 at 7.00pm at Ightham Village Hall**

**Present:** Cllr Willingham (Chair), Cllr Holden (Vice Chair), Cllr Clark, Cllr Emmett, Cllr Hall, Cllr Hogarth, Cllr Gunson, Cllr Mitchem, The Parish Clerk, County Cllr Rayner and 1 member of public.

### **MINUTES**

**1. APOLOGIES FOR ABSENCE** - Cllr Burgham, Borough Cllr Betts

**2. DECLARATION OF INTERESTS** - Cllr Mitchem declared an interest in South Lodge (neighbour)

**3. AGM – APPOINTMENTS AND ACCEPTANCE OF OFFICE**

**Election of Chairman** - Cllr Willingham (proposed by Cllr Emmett and seconded by Cllr Hall)

**Election of Vice Chairman** – Cllr Holden (proposed by Cllr Willingham and seconded by Cllr Hogarth).

Cllr Willingham, Cllr Holden and Cllr Gunson completed declarations of acceptance of office (Cllr Gunson as a new councillor).

**Election of Working Groups and Representatives:**

**Playground & Recreation Ground** – Cllr Gunson

**Highways** – Cllrs Mitchem, Hall and Emmett

**Footpaths** – Cllr Clark

**Ightham Tennis Club** – Cllr Mitchem

**Scouts Representative** – Cllrs Willingham and Gunson

**Village Hall Representative** - Cllrs Holden, Hogarth, Emmett and Mitchem

**Ightham Primary School Representative** – Cllr Hogarth

**Trees Warden** - Cllr Clark

**St Peter's Church** - Cllr Mitchem

**National Trust, Ightham Mote** – Cllr Emmett

**Speedwatch** – Cllr Clark

**PPP/KALC** – All on a rota

**Financial Oversight** – Cllr Holden

**Budget** – Cllrs Willingham, Holden and Hall

**The Clerk will amend the list of councillor areas to recirculate**

**4. PUBLIC** - No matters raised

**5. MINUTES** - The Minutes of the meeting held on Tuesday 15 April 2025 were approved and signed as a true record.

**6. REPORT FROM COUNTY COUNCILLOR** - Following the recent election, Cllr Rayner reported that he was 1 of 5 Conservative councillors re-elected and he has been appointed leader of the Conservatives at KCC. Reform now has an overall majority with 57 seats. The first meeting of the new council will be on Thursday where the outline budget will be discussed. Cllr Rayner thought it likely that there would be a cabinet committee on local government reform.

Cllr Holden asked what impact Reform would have on KCC Officers and Cllr Rayners ongoing role? Cllr Rayner said that he would no longer be involved in administration as he is now in the opposition party. Some officers are concerned following the announcement that working from home will no longer continue and around 25 staff have already left. Unfortunately, and this may result in paying staff agency fees which are 25% more expensive. Cllr Hall asked about the future of the Joint Transportation Board and Cllr Rayner said that there would be a decision on Thursday.

Cllr Emmett asked Cllr Rayner whether he would be able support us with Old Lane. Cllr Rayner said that he had already set wheels in motion by sending the Clerk details of a Stopping Up Order for

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Shipbourne which we could use as a precedent. The Clerk said that she had concerns about applying for such an order as we don't wish to take Old Lane out of public ownership, we would like it to be maintained as a footpath rather than a road. Cllr Rayner recommended making the application first then looking at what could be done. The Clerk will set up a site meeting.

## 7. MATTERS ARISING

**Highways & PROW Matters –Dark Hill** - We have received a Traffic Regulation Order (TRO) for the yellow lining scheme at Dark Hill. The consultation process has been concluded by Kent Highways with most respondents in favour. There were 3 objections/comments received and we have been asked whether we are still happy for the scheme to go ahead which will allow some limited parking for HGV's. It was agreed that we are still supportive of the scheme and the Clerk will respond to Kent Highways accordingly. **Oldbury Lane 20mph consultation – update** – We have now concluded our own consultation process and had over 50 responses in favour of the scheme. The results have been passed to Kent Highways. The TRO will go live at the end of May with the KCC consultation period starting on 30<sup>th</sup> May and concluding on 2nd June. **Bates Hill** - We have received drawings and details for traffic calming on Bates Hill and are seeking permission from a landowner to install signage; Kent Highways have asked us to contribute £1,348.80 towards the scheme and this was **agreed**. **Old Lane declassification** - see above with additional comments to confirm that we do not want the road tarmacked and are looking for KCC to continue to maintain it so that it can be used as a walking bus route. **Request for mirrors on Back Lane** junction and Back Lane bus stop – Nothing to report. **Velocity** – nothing to report. **Request for no mow May** at Coach Road/Stone Street Road junction – we have received a request from a resident however Cllr Willingham reported that the area had already been cut. The Clerk reported another accident on A25 Oldbury junction; details have been passed to Kent Highways with a request to review the white lining. **Common Road** - The Clerk reported that the design team are looking at the speed reduction design at Common Road and had confirmed that Back Lane is not suitable to be included in the scheme. It was reported that some white lining had been refreshed around Ivy Hatch and the hedge needed cutting on the junction of Back Lane/A227.

**Allotments** – Update – Repairs to gate post on the landway – Clerk to ask Tyrrells to quote. Fly tipping of garden waste – Cllr Emmett to speak to gardener/homeowner concerned.

**Recreation Ground** – Car park repairs – due at the end of May during half term. Repairs to goal post – James Hayward has taken a broken piece of the goal post and will try to repair it. Tennic club path lights – it was reported that the lights on both paths aren't working, and Cllr Willingham will contact the electrician. Playground inspection - the Clerk reported that the wet pour repairs had failed and that they weren't guaranteed – The Clerk will take this up with the contractor. Repairs are required to the latch on the playground gate and the wooden gate onto the recreation ground. The Clerk will ask Tyrrells to repair the latter. Cllr Mitchem asked whether the area behind the pavilion had been reseeded, Cllr Gunson will check and report back. Cllr Mitchem asked whether the sewerage problem had been dealt with? The Clerk said that there had been no further leaks however was unsure whether there had been a permanent resolution to the problem. **Sign** – Cllr Mitchem circulated a drawing for the new sign at the recreation ground and has received quotes ranging from £300 to £1,300. It was agreed that we would accept the lower quote of £300. The sign will be 2m x 1m and will require planning permission. The drawing was circulated for comments, and it was suggested that a solar light is used to illuminate it. A question was raised about whether the Football Club should be included, Cllr Mitchem will speak to them. The Clerk will apply for planning permission once the design is agreed.

**Village Hall - Update** - Solar Panels – Cllr Holden reported that there are no grants currently available and that it was difficult to justify the expense; payback would be around 20 years based on current bills. We will review once grants become available and it was noted that they would be justifiable in environmental terms and could be moved if the hall is rebuilt. **Feasibility Study** –Cllrs Willingham and Holden have a meeting with Ightham Club at the end of May to discuss the proposals.

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Theis Khan will have scheme options and costings available mid-June and the Clerk was asked to set up a meeting with the village hall committee to review these. **Repairs** – Cllr Willingham will check on the outstanding repairs with Paula Price. The Clerk reported that the downstairs toilet was in a very poor state and we should consider removing it. Cllrs Willingham and Holden attended the Village Hall Trustees AGM last week and reported that lettings were £11,600, an increase on last year. The Trustees raised concerns about loss of bookings whilst the hall was being rebuilt/refurbished. Cllr Willingham said that Stone Street village hall was previously considered as an alternative venue.

**Flooding** – Busty Stream. Drainage mapping - nothing to report.

**Oldbury Annexe** – Update – The clerk reported that she had spoken to the Chair of Governors and KCC have given permission for the school to use the annexe until the end of August 2025. We have had no correspondence from the new Academy regarding a new lease and the Clerk will chase this up with a view to getting something agreed by the end of June in time for the new school year in September. Cllr Emmett agreed to get a ball park figure for a commercial rent for Oldbury Annexe. It was reported that the Headmaster had resigned and a new Head was being appointed.

**Archive** - It was agreed that we should advertise for replacement archivist in the next parish magazine.

**Churchyard** – Cllr Hall reported that he had been in contact with the Church warden about a schedule of work for Anthony Edwards. Some of the churchyard is managed by the Green Team and Cllr Mitchem reported that she had joined them on some occasions. Cllr Willingham reported that he had asked Nick Connell to look at the hedges that were growing through some of the tombstones. It was also noted that the verge outside the vicarage was overgrown, and it was reported that Savills are now managing the property as it is empty.

## 8. FINANCE & POLICY

### 8.1 The following accounts were submitted for payment: Proposed by Cllr Mitchem and seconded by Cllr Clark, both initialled the invoices.

Clerks Salary & Expenses	£1,037.33
Clerks Pension (Backdated to 2023) DD	£788.77
Clerks Pension April 2025	£30.37
Employer NI contributions 2024/5 DD	£241.00
Employer NI Contribution April 2025 DD	£72.39
Gel Creative - (Standing Order)	£50.00
EDF – Electricity Pavilion (Direct Debit)*	£172.42
Zen Internet – Broadband at the Pavilion	£54.61
Anthony Edwards* -Parish and Churchyard maintenance	£1,408.30
James Hayward - trees and hedges	£tbc
Scribe – New Finance Package DD	£62.40
Business Stream - Water rates for pavilion DD	£28.00
West Kent Mediation donation	£50.00
Tonbridge Counselling Service donation	£50.00
Treeability – Treework at allotments	£1,670.40
Royal British Legion VE Day wreath	£27.50
Portland Bentley – Painting swings at Ightham rec	£395.00
Amanda Thornton – Pension advice and set up	£195.50
Rialtas – Software licence	£44.05

**Income: VAT refund £11,991.93**

Interest: £247.11 on 30.4.25

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**Balances 30.4.25** Current accounts: Unity **£67,054.25**, NatWest **£87,551.36** NatWest Deposit account **£271,506.44**

The Clerk hasn't completed the bank reconciliation as we are awaiting the NatWest bank statement.

**8.2 Review of Policy Documents: Financial Regs/Emergency Report - Defer**

**8.3 Gov.uk Email addresses - Defer**

**8.4 AGAR Form 3 2024/25 – to be approved at the June meeting**

**8.5 Bank Mandate –** The bank mandate for Barclays was completed by Cllrs Mitchem, Clark, Hall and Emmett.

## **9 PLANNING**

### **9.1 PLANNING APPLICATIONS**

**25/00823/PA** SOUTH LODGE, TONBRIDGE ROAD, IGHTHAM, SEVENOAKS, TN15 9AP.

Conversion of existing garage into two-storey Annex. Alterations to window and door openings, addition of external porch, re-roof in slate to match main dwelling house. **"No objection."**

**25/00759/PA** 4 AND 5 MANOR FARM COTTAGES, Oldbury Lane, Ightham, Sevenoaks, Kent, TN15 9DG. Proposed Single storey rear extension, additional kitchen window to side elevation and rooflight to existing roof. **"No objection."**

**25/00681/PA** POINT HOUSE, STONE STREET ROAD, IVY HATCH, SEVENOAKS, TN15 0NH. First Floor Extension. **"Objection on grounds of inappropriate development in the green belt and Kent Downs National Landscape."**

**25/00701/PA** IGHTHAM MOTE, MOTE ROAD, IVY HATCH, SEVENOAKS, TN15 0NT. Listed Building Application: Installation of a pedestrian gate on the northern wall of walled garden. **"No objection"**

**25/00830/PA** FARLEY COTTAGE, COPT HALL ROAD, IGHTHAM, SEVENOAKS, TN15 9DT. Removal of existing flat roof front extension. Conversion of garage to habitable room. New dormer extension to front with new entrance canopy and relocation of main entrance. Change of pitched roof to standing seam metal roof at the front of house, alterations to the external appearance including photovoltaic panels, new Composite timber cladding (to match existing) and alterations to fenestration. Revision to approved application TM/24/01721/PA. **"No objection."**

**25/00815/PA** LAND BETWEEN OLDBURY HATCH AND OLDBURY HOUSE, Oldbury Lane, Ightham, Sevenoaks. Section 73 application to vary condition 1 (approved plans) of planning permission TM/24/00467/PA (Erection of a 2-bedroom chalet style bungalow with associated access) to alter the position of the steps from the terrace into the garden at the rear of the dwelling. **"No objection."**

### **9.2 PLANNING DECISIONS – APPROVED**

**25/00395/PA** COLLINGWOOD, COMMON ROAD, IGHTHAM, SEVENOAKS, TN15 9ED. Details of conditions 5 (surface water drainage), 6 (Landscaping), 8 (Tree protection measures) and 10 (importing/exporting of soils) pursuant to planning permission TM/24/01035/PA (Retrospective application for relocation of sand school with associated engineering operations).

**25/00546/PA** CHANCE COTTAGE, BATES HILL, IGHTHAM, SEVENOAKS, TN15 9HB. Right hand side of driveway to the front of the property: Fell to as close to ground level as possible 2 sycamore stems.

**25/00429/PA** LAND BETWEEN OLDBURY HATCH AND OLDBURY HOUSE, Oldbury Lane, Ightham, Sevenoaks. Details of conditions 04 (surface water drainage) and 05 (bin and bike storage) submitted pursuant to planning permission TM/24/00467/PA (Erection of a 2-bedroom chalet style bungalow with associated access).

### **9.3 PLANNING APPLICATIONS - WITHDRAWN**

**24/02002/PA** LAND BETWEEN OLDBURY HATCH AND OLDBURY HOUSE, Oldbury Lane, Ightham, Sevenoaks. Section 73 application to vary Condition 7 (Plans list) of planning permission TM/24/01798/PA (Non Material Amendment to planning permission TM/21/02649/FL to add a plans

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list condition) to allow for creation of additional habitable rooms within the roofspace, incorporation of 2 dormer windows and a velux window within the front elevation roof, inclusion of 1 dormer window and 2 further velux windows within the rear roof, erection of an enclosed porch around the front entrance door, creation of steps from the rear terrace to the garden and creation of a second access, off Oldbury Lane, to provide an in/ out driveway.

**25/00011/PA** OAKLANDS, BACK LANE, IGHTHAM, SEVENOAKS, TN15 9AU Erection of a single storey garden room.

**25/00377/PA** LITTLE CLUNY, THE STREET, IGHTHAM, SEVENOAKS, TN15 9HE. Liquidambar to the rear of the property (in the location of the red circle marked on the plan attached to agents email dated 19th March 2025) - reduce lower over extended laterals over the property by 2m, leaving a length of 6m to clear property.

### 9.3 LOCAL PLAN. [www.tmbc.gov.uk/local-plan](http://www.tmbc.gov.uk/local-plan)

### 10. CORRESPONDENCE – (\* circulated in advance)

KALC News May 2025\*

KALC Training Bulletin & Weekly Briefings

**Parish Infrastructure Statement 2025 for completion** – Deadline 1 June 2025 – Agreed to confirm last years request to include proposals for a roundabout at the Oldbury Lane junction.

Local Government Reorganisation – Training 26<sup>th</sup> June 2025.

PPP – 29<sup>th</sup> May – Cllr Hogarth to attend.

ASB – The Clerk attended a meeting to discuss arrangements for the new ASB Team at TMBC and asked Councillors to pass on any information about any crime hot spots in Ightham.

**Date of next meeting** Tuesday 17th June 2025 - Request to move July meeting to 22<sup>nd</sup> July

The meeting went into Part 2 and closed at 9.49pm

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