

**MINUTES OF THE CHIDDINGSTONE ANNUAL PARISH COUNCIL MEETING HELD ON
WEDNESDAY 13TH MAY 2020 AT 7.30PM REMOTELY VIA ZOOM**

Present: Cllr J. Roper (Chairman), Cllr A. Baker, Cllr Mrs P. Harris, Cllr P. Myers, Cllr Mrs M. Quirk, Cllr R. Streatfeild, Cllr B. Taylor and Cllr H. Williams

Apologies: Cllr C. Bishop

In attendance: Mrs L. Kleinschmidt (Clerk). County Cllr P. Lake, District Cllr Mrs S. Coleman and District Cllr J. Osborne-Jackson attended the Open Session only.

The Clerk advised that the meeting will be recorded.

Closed Session:

1. a. Election of Chairman for year 2020/21

Cllr Streatfeild proposed that Cllr Roper be elected as Chairman for the year 2020/21. This was seconded by Cllr Mrs Quirk and there were no other nominations. Members unanimously voted to accept the proposal. Cllr Roper said that he was willing to stand and was duly elected.

b. To receive Chairman's Declaration of Acceptance of Office

The Clerk advised that this will be signed at the next open public meeting.

2. Election of Vice-Chairman for year 2020/21

Cllr Roper proposed that Cllr Myers be elected as Vice-Chairman for the year 2020/21. This was seconded by Cllr Williams and there were no other nominations. Members unanimously voted to accept the proposal. Cllr Myers said that he was willing to stand and was duly elected.

The Closed Session was suspended for the Open Session.

Open Session

Report by District Cllr Mrs Coleman

District Cllr Mrs Coleman reported as follows:

1. The appeal regarding the track in Chiddingstone Hoath has still not been validated by the planning inspector.
2. The appeal at Newtyehurst Farm for 17 units has not yet been determined. D.Cllr Mrs Coleman said she'd be interested to see if the inspector makes any comment on the AONB aspects of the application.
3. Business rate grants have been paid out and village halls are now eligible to apply providing the hall is not owned by the Parish Council. Chiddingstone Village Hall has received a grant of £10,000. Chiddingstone Castle has applied for a grant of £25,000.
4. SDC will be discussing how tourism attractions can get up and running again and D.Cllr Mrs Coleman will attend a meeting to see how this can be processed as part of her role as member of the People & Places Committee.
5. The Neverworld premises licence application has been validated. The licensing officer has intimated that he may make a representation against this year's application as the event exceeded limits on noise last year. He will be discussing this with the Head of Licensing.
6. The application for Three Horseshoes Lodge at Chiddingstone Castle has been approved. D.Cllr Mrs Coleman said that she worked flat out on this application, working with officers to try and ensure that the application satisfied policy and could be approved. She had to take the matter to the Chairman and Chief Executive of SDC.
7. The local volunteer effort is going really well and both volunteers and those needing assistance are very happy with the process. Only one person has had to drop out due to returning to work. The Chiddingstone parish effort is coming under the SDC umbrella and they are working under a safeguarding policy verified by SDC officers. The Tulip Tree is organising volunteers to sew face masks which are for sale at £5 each, proceeds going to the church.
8. SDC is match funding up to £5,000 any donation towards West Kent Mind, DAVSS (Domestic Abuse Volunteer Support Services), Age UK and Friends for Families. One Parish Council has given a donation of £1,000 and Penshurst Parish Council has given £500.
9. Peter Fleming, Chairman of SDC, will be writing to all Town and Parish Councils about the rejuvenation of local areas.

Report by District Cllr Osborne-Jackson

District Cllr Osborne-Jackson reported as follows:

1. Shielding Plan: The shielded persons list now stands at 4,615. This has decreased by 37 people since the last update.
2. Weekly food deliveries: D.Cllr Osborne-Jackson said that, at the time of his last update on 11 May, 755 people were asking for a weekly delivery of food and provisions from Government. This now stands at 752 people, a decrease of 3 as people cancel their food deliveries from Government, this may be because they have better access to food and essentials from supermarkets, family or local support. Since Monday this week SDC has delivered 2 emergency food parcels to residents across the District.
3. SDC staffing & business continuity: Staff levels at the Argyle Road offices have increased marginally, this week to 45, with all other colleagues working productively from home. At Dunbrik there are 67 staff providing services each day. There is one member staff that is currently self-isolating. There is no further disruption to services.
4. Support for businesses: Progress continues to be made in getting business rate relief and grants to eligible local businesses. At the end of Tuesday SDC had awarded 1,705 businesses a total of £20.95m in relief and grants. This accounts for approximately 82.7% of all eligible businesses and 92.3% of the £22.7m of funding allocated to us by Government. £10,000 grants from the Small Business Grant Fund have been awarded to each of 1,244 eligible businesses, totalling £12.44m. £10,000 grants from the Retail, Hospitality and Leisure Grant Fund have been awarded to 201 eligible businesses, totalling £2.01m. Grants up to £25,000 from the Retail, Hospitality and Leisure Grant Fund has been awarded to 260 eligible businesses, totalling £6.5m. The Government has announced details of additional funding that they are prepared to make available for local authorities to provide support to an increased range of local businesses. Detailed guidance has yet to be published.
5. Support for residents: The number of volunteers registered remains at 1,420. The number of requests for support from volunteers and groups across the District has increased to a total of 1,334 since the scheme started. After a quiet weekend in terms of new requests for support there have been 33 requests on Monday and Tuesday.
6. Crowd-funding: The crowd-funding effort, which is hoped to raise £10,000 or more for local organisations, has been launched and is hosted at <https://www.spacehive.com/sevenoaks-district-communities-together>. As of today a total of 28 people or organisations have pledged funds and the total from community donations stands at £3,250. The total raised so far shows as £3,850 as Space Hive has also donated £600 to off-set the £600 costs that would normally be charged, but they have waived on this occasion. SDC will match pound for pound the first £5,000 donated from the community.

District Cllr Osborne-Jackson left the meeting at 7.50pm.

Report by County Cllr Lake

County Cllr Lake reported as follows:

1. The county is still suffering from these difficult times and the Government's road map regarding easing restrictions will be hard to follow and people must still be very careful. Covid-19 cases in Kent as of last night total 4,229, the ratio is 269.6 cases per 100,000 people. There are significant variations across the county. 70% of deaths have occurred in hospitals and 23% in care homes. Testing continues and is growing in strength, and a lot of attention is being given to care homes by the NHS and Social Services. The supply of PPE is going well and the Army inspected all PPE distribution centres and Kent scored well.
2. Country parks are now open which is good news. Waste centres will open on Friday and booking is essential, the booking system is open from today. See www.kent.gov.uk/waste-planning-and-land/rubbish-and-recycling/visiting-a-hwrc-during-coronavirus
4. There is an extraordinary number of new arrivals in Kent, especially minors, and there is a challenge to find these people accommodation whilst social distancing. KCC is owed funding from Government for looking after all the cases they've had over the past few years.
5. C.Cllr Lake will be giving up to £5,000 to the CAB and Friends of Holcot in Edenbridge from his member's fund. He will also be giving £500 to every primary school in his ward, with £1000 going to Edenbridge Primary School, which will hopefully brighten the children's lives as they return to school. Funding will go to the volunteer outlet to ensure that fresh food is provided to disadvantages families.
6. There is an emerging problem in Kent and Surrey which is large-scale dumping in fields. Perpetrators will be prosecuted. If anyone knows of any illegal dumping please let him know.

County Cllr Lake and District Cllr Mrs Coleman left the meeting at 8.05pm.

Closed Session

3. **Apologies for absence** were received from Cllr Bishop and members accepted his reason for absence.
4. **Declaration of Disclosable Pecuniary Interest / Non-Pecuniary Interest on matters to be discussed**
Cllr Mrs Harris declared a DPI in item 10(v) as she is the applicant in this planning application and Cllr Mrs Quirk declared DPI in item 10(v) as she prepared the plans.

5. **Appointment of Committees and representatives to other bodies**

Members unanimously approved the following:

Planning Committee: Cllr Mitzi Quirk (Chairman)
Cllr Jonathan Roper
Cllr Richard Streatfeild
Cllr Howard Williams
Cllr Paul Myers
Cllr Ben Taylor

Finance Committee: Cllr Jonathan Roper (Chairman)
Cllr Richard Streatfeild
Cllr Chris Bishop
Cllr Paul Myers

Affordable Housing Committee: Cllr Jonathan Roper (Chairman)
Cllr Richard Streatfeild
Cllr Andy Baker
Cllr Mitzi Quirk
Cllr Howard Williams

Aviation Working Group: Cllr Richard Streatfeild
Cllr Penny Harris
Cllr Chris Bishop

Representatives to other bodies:

HWCAAG: Cllr Richard Streatfeild
Cllr Penny Harris
Cllr Chris Bishop

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| Liaison between Parish Council and Parochial Church Council: | Cllr Howard Williams |
| Kent Association of Parish Councils, Sevenoaks Area Committee: | All |
| Chiddingstone Tennis Club: | Cllr Richard Streatfeild |
| Eden Valley Museum Trust: | Cllr Howard Williams |
| Margaret Hyde Almshouses: | Cllr Andy Baker |
| Chiddingstone Village Hall Management Committee: | Cllr Penny Harris |
| Chiddingstone Causeway Village Hall Management Committee: | Cllr Andy Baker |
| CPRE (Campaign to Protect Rural England): | Cllr Chris Bishop |
| Chiddingstone Ramblers: | Ms Jenny Chettle |
| Chiddingstone Tree Warden: | Cllr Chris Bishop |
| Chiddingstone Pond Warden: | Mrs Penny Harris |
| Countryside Access Wardens: | Cllr Howard Williams |
| | Mr Rob McCoy |
| | Mr David Hunt |

6. To confirm that the Parish Council is eligible to use the General Power of Competence

The Clerk reminded members that the General Power of Competence gives authorities the power to take the reasonable action they need 'for the benefit of the authority, its area or persons resident or present in its area'. Under the provision a local authority has power to do anything that individuals generally have full legal capacity to do. To remain eligible, the Parish Council has to confirm that:

- (a) the number of members of the council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the council;
- (b) the Clerk is qualified in the Certificate in Local Council Administration;
- (c) the Clerk has completed the relevant training.

There are some restrictions: to abide by statutory duties such as considering the likely effect of crime and disorder and conserving biodiversity, and to abide by legislation, such as employment law, health & safety, equality and data protection.

7. The minutes of the Chiddingstone Parish Council Meeting held on 21st April 2020 were approved. The minutes will be signed at the next open public meeting. Proposed by Cllr Williams, seconded by Cllr Streatfeild, and all were in favour.

8. To hear update regarding current legislation regarding Parish Council meetings and functions

None.

9. To hear update regarding the volunteer effort in the parish and to discuss how the parish can be brought together after the lockdown has lifted

See Open Session. Cllr Roper said that the discussion on bringing the parish back together after the lockdown is lifted will be deferred as currently there are still strong restrictions in place.

10. Planning:

i. To consider planning applications received

- i. SE/20/01041/LDCPR: 30 Truggers Cottages, Truggers Lane, Chiddingstone Hoath TN8 7BP - two single storey rear extensions. Members questioned whether this proposal can be considered as permitted development as the site is within the Conservation Area.
- ii. SE/20/01171/HOUSE: Eden View, The Village, Chiddingstone TN8 7AG - demolition of existing outbuildings and erection of detached triple garage. Clerk to arrange site visit with social distancing being observed at all times. In the meantime, Clerk to ask SDC whether the existing outbuildings have permitted development rights.
- iii. SE/20/00865/FUL: Hobbs Hill Farm, Bradley Road, Blackham TN3 9UP - the change of use of two redundant agricultural barns to be utilised for the storage of self-store containers, caravans and motorhomes. Members had no objection to this application if it satisfies planning policy and asked that concerns were raised with SDC regarding the impact of the development on the narrow rural lanes, the visual impact of the development as the site is in the AONB and that any external security lighting should be subject to a condition.
- iv. SE/20/01183/HOUSE and SE/20/01184/LBCALT: Oakenden Farmhouse, Oakenden Lane, Chiddingstone Hoath TN8 7DE - addition of garden room (4.35w x 4.9 long) to NE corner of Oakenden Farmhouse. Lowering of floor in proposed kitchen area. Removal of window and brick wall beneath window to make entrance into garden room. Cllr Mrs Harris and Cllr Mrs Quirk were disconnected from the remote meeting whilst this item was discussed. Members agreed to support this application. Cllr Mrs Harris and Cllr Mrs Quirk were re-admitted to the meeting.
- v. SE/20/01207/FUL: Camp Hill Oast, Camp Hill, Chiddingstone Causeway TN11 8LE - demolition of existing dwelling and construction of replacement dwelling and detached shed and car porch. Members had no objection to this application if it satisfies planning policy but a request should be made for the Conservation Officer to consider whether the proposed design is in keeping with the surrounding area. This application must be considered in conjunction with SE/20/00907/HOUSE.

- ii. To report SDC notifications of planning decisions
 - SE/19/02757/FUL: Three Horseshoes Lodge, Chiddingstone Castle, Hill Hoath Road, Chiddingstone TN8 7AD - demolition of dwelling and erection of one dwelling, landscaping works. Application approved.
 - SE/20/00578/HOUSE: Lockskinners Farmhouse, Lockskinners, Chiddingstone TN8 7NA - internal demolition work/alterations, removal of modern chimney, demolition of modern garden wall (not attached to building). Application approved.
 - SE/20/00611/LBCALT: Lockskinners Farmhouse, Lockskinners Chiddingstone TN8 7NA - strengthening of structural frame at first floor, trimming of supporting joists at first floor landing and the insertion of a steel at ground floor. Remedial repair to existing joist and roof rafter where chimney had been previously inserted in the c.1950s. Application approved.

11. Licensing

20/01156/LAPRE: Neverworld 2020, Wilderness Farm, Hever. The Clerk reported that Neverworld has submitted a premises licence application for this year and the application says that it's a mirror image of the application granted in 2019. The dates for 2020 are Thursday 30th July to Sunday 2nd August. The deadline for comments is currently 9th June but that might be extended as the notices on site haven't yet been displayed. Members discussed the impact of the festival on the local area and agreed that the noise limits approved last year were appropriate and the impact was minimal. The festival is a family friendly event enjoyed by many local residents and members supported the 2020 premises licence application providing that there is no live or recorded music after 23.00 on Thursday night, and no live or recorded music after 02.00 on Saturday and Sunday mornings with a decibel level no higher than 45dB. The decibel levels throughout the rest of the festival must be no higher than that approved last year, and anything higher than those levels would constitute a public nuisance. If it becomes apparent, once the Noise Management Plan has been submitted, that these limits will be exceeded, then the Parish Council will change its support comment to object. This was proposed by Cllr Mrs Harris, seconded by Cllr Taylor and members were unanimously in favour.

12. Finance

- i. To consider whether to give grants to local clubs or organisations due to Covid-19 related issues
The Clerk reported that D.Cllr Mrs Coleman said that local organisations can apply to SDC for a grant as there is a discussion about whether businesses and organisations not covered by the previous grant may be able to apply for some funding. They should contact the business rates team at SDC. They can also apply for a community grant as normal. Members agreed to consider a framework for considering Covid-19 related applications and item to be discussed again at the June Parish Council meeting.
- ii. To approve insurance renewal: £431.79 (last year: £426.43)
The Clerk reported that she enquired about the wording under the Personal Accident section:
The amount payable in respect of death for persons:
 - a) under 18 years of age and
 - b) who are still in full-time education
 at the date of sustaining bodily injury is limited to £7,500.
For persons over 75 years of age the Scale of Compensation will be limited to Items 1 and 2 only. The amount payable will be the Capital Sum specified in the Schedule or £10,000 whichever is the lower.
Items 1 and 2 are:
 1. Death, total loss of use or total loss by physical severance of one or more hands or feet or total loss of sight in one or both eyes
 2. Permanent total disablement (other than as stated in Item 1) from engaging in or giving attention to usual profession or occupation.
 The insurance company said that the above can't be changed and the Parish Council can't increase their cover as it is standard. If there was an accident the Parish Council's public liability insurance will cover any claims if the claimant is able to prove that the Parish Council was liable. There is no age limit for public liability insurance, and the cover is £10m. Cllr Myers proposed that the insurance policy renewal be approved, this was seconded by Cllr Williams and all were in favour.

v. To approve list of payments

Cllr Baker proposed that the list of payments be approved. This was seconded by Cllr Mrs Quirk and all were in favour. Cllr Streatfeild and Cllr Roper undertook to authorise the payments online.

13. Affordable Housing provision in the parish

The Clerk reported that there is no update regarding the proposals on land to the rear of Chequers Barn in Bough Beech and land opposite The Rock in Chiddingstone Hoath. The Clerk has put ERHA in touch with the agents acting on behalf of Causeway House so that the visibility splay for the proposal in Chiddingstone Causeway can be discussed.

14. To consider how the following Parish Projects are progressing:

i. Rural swathe and visibility cutting contract

The Clerk reported that the contract ran for the last three years 2017-2019. Cllr Streatfeild reported that the Parish Council discussed at length three years ago whether the rural swathe cutting contract would continue after a letter was published in the parish magazine. At that time 7 members voted in favour of continuing to cut the rural swathe, with 2 abstentions. The contract is up for renewal this year, and Cllr Streatfeild proposed that a new contract is drawn up and signed for three years from 2020. This was seconded by Cllr Myers and at vote 7 members voted in favour and 1 member objected. Motion carried. The contractor has advised that the price will be the same this year as last year, and he is able to carry out the first cut before the end of May.

15. Items for reporting or inclusion in future agenda

- i. Cllr Streatfeild thanked members for all their support to him over the past 5 years as Chairman, and he wished Cllr Roper and Cllr Myers well in their new roles as Chairman and Vice-Chairman of the Parish Council.
- ii. Cllr Mrs Harris advised that she will be attending a remote meeting of the Chiddingstone Village Hall Management Committee on Friday.

The next Parish Council Meeting will be held on Wednesday 17th June 2020 at 7.30pm via zoom.

The meeting closed at 9.06 pm

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