

**MINUTES OF THE CHIDDINGSTONE ANNUAL PARISH COUNCIL MEETING HELD ON
TUESDAY 18TH MAY 2021 AT 8.00PM IN CHIDDINGSTONE CAUSEWAY VILLAGE HALL**

Present: Cllr J. Roper (Chair), Cllr P. Harris and Cllr B. Taylor
Apologies: Cllr A. Baker, Cllr C. Bishop, Cllr P. Myers, Cllr M. Quirk, Cllr R. Streatfeild,
Cllr H. Williams and County Cllr M. McArthur
In attendance: Louise Kleinschmidt (Clerk), District Cllr S. Coleman and District Cllr J. Osborne-Jackson

Closed Session:

1. a. Election of Chair for year 2021/2022

Cllr Harris proposed that Cllr Roper be re-elected as Chair for the year 2021/22. This was seconded by Cllr Taylor 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 Chair's Declaration of Acceptance of Office

This will be signed at the June Parish Council meeting.

2. Election of Vice-Chair for year 2021/2022

Cllr Roper proposed that Cllr Myers be re-elected as Vice-Chair for the year 2021/22. This was seconded by Cllr Harris and there were no other nominations. Members unanimously voted to accept the proposal. Cllr Roper reported that Cllr Myers was willing to stand and he was duly elected.

The Closed Session was suspended for the Open Session

Open Session

Report by District Cllr Coleman

District Cllr Coleman reported as follows:

1. The number of people testing positive with Covid-19 has levelled off and the figure for the district is in the region of 30. There have not been any deaths from Covid-19 in the district in several weeks. Statistics show that people under 50 years old are not taking up the offer of the vaccine as much as older people. SDC staff members continue to work partly from home and partly in the office and will be in the office for 2-3 days a week going forward. The council's economic section is considering ways that the council could create income from the empty desks. The volunteers have not received any requests for help in the last few weeks and SDC is in the process of arranging a thank you event for volunteers at the end of September.
2. SDC supported Mental Health Week from 10th to 16th May with several different initiatives including Every Step Counts, which is a wellbeing walk that takes place from a number of locations in the district, including Chiddingstone. This has been well received locally and enjoyed by many.
3. There has been another case of an infestation of rats in Wellers Town and Environmental Health officers have written to the residents concerned and asked them to dispose of their rubbish and take steps to eliminate the rats.
4. At the current time, Environmental Health operates as a joint venture with Dartford Borough Council, but the service will soon move back in house at SDC.
5. D.Cllr Coleman said that she has been contacted by a concerned resident about future intentions to undertake woodland management in Truggers Lane and SDC officers have written to the landowner. Cllr Roper asked if this correspondence could be copied to the Chiddingstone Tree Warden, Cllr Bishop.
6. The planning application at Newtyehurst Farm was refused by the SDC Development Control Committee on 29th April and committee members did take notice of the comments submitted by the Parish Council. D.Cllr Coleman said that she will keep the Parish Council up to date if any action is taken by the landowner.
7. The family fun days will run again this year by Play Place, who allow volunteers to assist at the events and train for an AQA. If anyone knows anyone who might like to know more about this, please let D.Cllr Coleman know.

Report by District Cllr Osborne-Jackson

District Cllr Osborne-Jackson reported as follows:

1. Many congratulations to the Chair and Vice-Chair for being re-elected in post and congratulations also to County Cllr Margot McArthur who has been elected to represent the Sevenoaks Rural South ward at KCC.
2. The Annual Council Meeting at SDC will be held next week and the Chair and Vice-Chair will be sworn in.
3. D.Cllr Osborne-Jackson said that he has had a one-to-one meeting with the CEO of WKHA with a walkabout around Leigh and Chiddingstone Causeway which was very beneficial.
4. He has also had a one-to-one meeting with the Chief Officer for Housing at SDC and also a one-to-one meeting with Peter Fleming today, who is Leader of the council.
5. WKHA has agreed to pick up the cost of flood remedial work at Redleaf Close in Chiddingstone Causeway, and undertook to keep the Parish Council informed as the project progresses. Cllr Harris offered any help necessary as the parish Pond Warden.
6. In response to a complaint raised by Bough Beech residents, D.Cllr Osborne-Jackson has investigated case studies across the country of train drivers using their horns at pedestrian crossings. He is going to request that a beeper is installed at the pedestrian crossing which will give a warning beep if a train is approaching. This will be a costly exercise and may take some time to process. Although this is in D.Cllr Coleman's ward, he said he was happy to undertake this issue as he has good contacts with Network Southeast.
7. There has been a noticeable increase in the graffiti tag OWL throughout the area, both on railway lines, private and public land. The cost of removal is expensive, and he is working with SDC officers to identify the culprit.

Closed Session

3. **Apologies for absence** were received from Cllr Baker, Cllr Bishop, Cllr Myers, Cllr Quirk, Cllr Streatfeild and Cllr Williams and members accepted their reasons for absence. Apologies for absence were also received from County Cllr McArthur.

4. **Declaration of Disclosable Pecuniary Interest / Non-Pecuniary Interest on matters to be discussed**
None.

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

Members unanimously approved the following:

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

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

Affordable Housing Committee: Cllr Jonathan Roper (Chair)
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:

<u>HWCAAG:</u>	Cllr Richard Streatfeild Cllr Penny Harris Cllr Chris Bishop
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:	Jenny Chettle
Chiddingstone Tree Warden:	Cllr Chris Bishop
Chiddingstone Pond Warden:	Cllr Penny Harris
Countryside Access Wardens:	Cllr Howard Williams Rob McCoy David Hunt

The list of committee members and representatives to outside bodies were proposed by Cllr Harris, seconded by Cllr Taylor and all were in favour.

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. To minutes of the Chiddingstone Parish Council Meeting held on 19th April 2021 were approved. Proposed by Cllr Taylor, seconded by Cllr Harris, and all were in favour.

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

The Clerk reported that Parish Council meetings are now required to be held in person. Cllr Harris advised that the Parish Council can use Chiddingstone Village Hall now as well as The Causeway Hall. The Clerk has added the use of the Village Halls post-lockdown to the Risk Assessment, which members considered and approved.

Hazard / Risk	Those Affected	Action taken to Control Risk	Action Necessary
Meeting in public post Covid-19 lockdown: i. Cleanliness of the hall and equipment ii. Management of social distancing iii. Respiratory hygiene iv. Anyone with Covid-19 symptoms	Parish Council Clerk County Councillor District Councillors Members of the public	i. If an attendee is displaying symptoms or has been in close contact with someone who has tested positive of Covid-19 they must not attend the meeting. ii. If an attendee falls ill whilst in the hall, they must move to a safe quiet place, make arrangements to go home and Parish Council to inform the committee.	To keep up to date with Government guidelines and legislation.

		iii. Check with the committee when the hall was last cleaned. iv. Parish Council to clean used surfaces both before and after meeting if required by the venue. v. Do not use the hall kitchen. vi. All attendees to comply with social distancing guidelines. vii. All attendees to be aware of hygiene such as washing hands, use of hand sanitiser and to wear a mask if recommended by Government. viii. Airflow in the hall will be maintained by open windows and doors where possible.	
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9. To review the following policies and procedures:

- i. Standing Orders
- ii. Code of Conduct
- iii. Social Media Policy
- iv. Complaints Procedure
- v. GDPR
 - i. Information & Data Protection Policy
 - ii. Document Retention & Disposal Policy
 - iii. The Management of Transferable Data Policy
 - iv. Members & Employee Privacy & Bring Your Own Device Acceptable Policy
 - v. Email Contact Privacy Notice
 - vi. List of Documents for Retention or Disposal
 - vii. Inventory of Personal Data Captured, Stored and Processed

Cllr Roper reported that he has read all the policies in detail and recommends approval. The Standing Orders includes a new section which gives delegated authority to the Clerk to spend money in conjunction with the Chair and Vice-Chair in case the Parish Council is unable to meet in person due to being inquorate, if a meeting place is unavailable, or if the Government recommends a further lockdown. Members approved the above policies, proposed by Cllr Harris, seconded by Cllr Taylor and all were in favour.

10. Planning:

- i. To consider planning applications received
 - i. SE/21/00615/LDCPR: 3 The Green, Chiddingstone Hoath TN8 7BU - demolition of chimney, replacements of windows and addition of rooflights, alterations to fenestrations. Members had no comment to make on this application.
 - ii. SE/21/00860/FUL: Prinkham, Moat Lane, Chiddingstone Hoath TN8 7DN - installation of solar panel system. Members supported this application.
 - iii. SE/21/01035/LBCALT: Lockskinners House, Chiddingstone TN8 7NA - reinstatement of previously existing window to form a lightwell to basement, new air bricks and insulation of floor. Members supported this application.
- ii. To report SDC notifications of planning decisions
 - SE/21/00455/HOUSE and SE/21/00456/LBCALT: Granary Cottage, Lockskinners, Chiddingstone - demolition and replacement of modern link building, internal reconfiguration, refit of existing kitchen and bathroom in Granary Cottage, replacement front porch and minor internal repair and alteration. Application approved.
 - SE/20/03784/HOUSE: Polebrook Farm, Bore Place Road, Chiddingstone - reduction in floorspace and volume through demolition of single storey portion and demolition of two-storey portion and front and rear first floor dormer windows.

Erection of single-storey and two storey extensions, alterations to fenestration and roof. Application approved.

- SE/21/00723/FUL: Land North of The Horseshoes, Tonbridge Road, Bough Beech - demolition of Existing Stable Building and Associated Hay Store/Tack Room and Replacement with Single Storey Oak Framed Three Bedroom Dwelling. Application approved.
- SE/20/01834/FUL: Newtyehurst Farm, Cowden Pound Road to Truggers Lane, Mark Beech: proposed conversion of agricultural barns into 12 residential units including the demolition of 2 existing residential units and the construction of 2 replacement dwellings. Application refused. Reason: 1) Insufficient information has been provided to adequately justify the loss of a non-allocated employment site. The proposal would fail to comply with the National Planning Policy Framework and policy EMP5 of the Sevenoaks District Council Allocation and Development Management Plan. 2) The proposed development would be located in an unsustainable location contrary to the National Planning Policy Framework and policy EN1 of the Sevenoaks District Council Allocation and Development Management Plan. 3) The proposed development would be considered to represent an inappropriate design, which would be out of character of the local area contrary to the National Planning Policy Framework and policy EN1 of the Sevenoaks District Council Allocation and Development Management Plan. 4) The applicant has failed to provide a completed section 106 agreement, for the provision of on-site affordable housing, contrary to the National Planning Policy Framework and policy SP3 of the Sevenoaks District Council Core Strategy.
- SE/21/00811/HOUSE: 1 Oak Cottages, Tonbridge Road, Chiddingstone Causeway - vehicular access. Application approved.
- SE/21/00815/HOUSE: 3 Oak Cottages, Tonbridge Road, Chiddingstone Causeway - formation of vehicular access with new driveway. Application approved.
- SE/21/00660/HOUSE: Old Coach House, Chiddingstone Hoath - Loft conversion with dormer roof and all associated works. Application approved.
- SE/21/00746/FUL: Henden Manor Farm, Ide Hill Road, Ide Hill - change of use of redundant former dairy shed buildings to the storage of film and TV sets and props and other associated equipment. Application approved.
- SE/21/00868/HOUSE: Truggers Oast, Truggers Lane, Chiddingstone Hoath - proposed swimming pool and pool house. Application approved.
- SE/21/00757/PAE: Hilders Lodge, Ide Hill Road, Bough Beech TN8 7PW - Prior Approval Extensions Prior notification of a single storey rear extension which extends 5m beyond the rear wall of the original dwelling house with a maximum height of 3m and eaves height of 2.80m. Decision: Prior Approval Not Required.
- SE/21/00877/DETAIL: Commonwork Organic Farms Ltd., Bore Place, Chiddingstone TN8 7AR - approval of details pursuant to condition 9 (signs and road markings) of 18/03249/FUL. Granted. These are signs along the Bore Place drive – Passing Place signs, tractor warning signs, directional signs and speed limit signs.
- SE/SE/21/00900/MMA: Somerden Farmhouse, Tonbridge Road, Bough Beech TN8 7AJ - Minor material amendment to 20/02113/HOUSE. The windows on the dwelling are in need of upgrade. Also request for a widening to the existing rear kitchen patio doors with new sliding doors to be added. Application approved.

iii. To hear report on the determination of the application at Newtyehurst Farm
See Open Session above.

11. Finance

i. To approve insurance renewal from 1st June 2021

The Clerk reported that the long term agreement of three years with Zurich has now come to an end, and she has sought two quotes for renewal: (i) Zurich: 1 year: £462.57, or a long term agreement: 3 years £449.94 or 5 years £437.31. (ii) Came & Co: 1 year £543.71. Members agreed to renew with Zurich on a 5 year long term agreement. Proposed by Cllr Harris, seconded by Cllr Taylor and all were in favour.

- ii. To approve list of payments
Cllr Harris proposed that the list of payments be approved. This was seconded by Cllr Taylor and all were in favour. Cllr Roper and Cllr Myers to authorise the payments online.
- iii. Year End Accounts
The Clerk reported that the Internal Audit has been booked for next Tuesday 25th May. Members agreed to hold a Finance Committee meeting and then to sign off the accounts at the next Parish Council meeting.

12. Affordable Housing provision in the parish

The Clerk reported as follows:

- i. Site adjacent to Chequers Barn, Bough Beech: Alison Thompson from ERHA said: “The option agreement is nearly finalised so we have commissioned the ecological surveys to be carried out and hope to instruct the architect and engineer to produce preliminary plans which we will share with the Parish Council and, eventually, the wider community. There is an issue with the PROW across the field in that the maps have it in a different place to what it actually is on the ground so a diversion will be required.”
- ii. Site adjacent to Bassetts, Chiddingstone Causeway: Alison Thompson from ERHA said that their consultant is chasing for a reply to their suggestion regarding visibility splays.
- iii. Site Opposite The Rock, Chiddingstone Hoath: none.

13. To discuss the Pond and the Sports Field in Chiddingstone Causeway

Cllr Roper reported that he and the Clerk have a meeting arranged with Charles Warner and Charlotte Pearson-Wood of Batcheller Monkhouse on Thursday 3rd June at midday. Members agreed to proceed accordingly.

14. To discuss the Chiddingstone Fete

The Clerk reported that she has received the following update: there had been a discussion about a fete dance in September to be arranged by the Badgers/PTA but it is unlikely that this will happen now. The fete committee need to elect a new chair and then hopefully arrangements can be made for the 2022 fete and dance.

15. Highways

- i. To discuss the speed limit on B2027 through Chiddingstone Causeway including informal consultation
The Clerk reported that the informal consultation leaflet has been hand delivered to 242 households in the Chiddingstone Causeway area and, to date, 37 responses received. The response so far has been positive and some useful comments have been made which will be sent to KCC along with the consultation results.
- ii. To hear update regarding the installation of wildlife cameras and CCTV notices in the parish
Cllr Taylor reported that the pilot CCTV camera was erected and on 15th May at 10.41am activity was recorded. This will be sent to SDC enforcement officers for action. It was agreed that the Clerk and Cllr Taylor will discuss with SDC how the Parish Council move forward and whether additional cameras could be purchased. Cllr Roper thanked Cllr Taylor very much for all his help with this project.
- iii. To hear report of litter pick held on 1st May 2021
Cllr Taylor reported that the litter pick was successful and the stretch of Ide Hill Road from the Wheatsheaf to Clintons Lane was targeted this time. Nearly 20 black bags of rubbish was collected. The litter picking warning signs have been very useful. The next date is Saturday 5th June at 9am at the Wheatsheaf.

16. Aviation

The Clerk reported that the GACC Parish Council Zoom meeting was held on 29th April, and a copy of the slides has been received. GACC has also sent out a report of their 2021 Annual General Meeting held by zoom on 13th May. The meeting unanimously approved GACC’s accounts for the years ended 30 April 2020 and 2021 and an updated constitution. The Executive Committee retired, as required by the constitution, and its members were re-elected. The priorities for the current year are: campaigning against further growth at Gatwick, both intensification of use of the main runway and the proposed development of the emergency runway, arguing for a ban on (or reduction in) night flights and ensuring that the modernisation of flight paths used by Gatwick properly assesses all options and that all communities are properly consulted. GACC will continue to do everything it can to ensure that all Gatwick’s environmental impacts are reduced and effectively managed, using its seats on the airport’s Consultative Committee, GATCOM, and the Noise Management Board Executive Board.

17. To discuss broadband services in the parish

The Clerk reported that a resident asked whether the Parish Council would be willing to act as the legal entity in a contract with BT for the provision of fibre broadband in Chiddingstone Causeway and Charcott. The initial comments from the Chair and Vice-Chair were that they thought that the Parish Council would be reluctant to act in this capacity, and suggested that the resident forms a CIC instead. This he has agreed to do. Members agreed that the Parish Council would not be willing to act as a legal entity in such a contract.

18. To discuss correspondence received

The Clerk reported that lists of correspondence received have been circulated and drew members' attention to the following

- i. Item 4: SDC – Covid-19 ASB Action and Country Code Plan
- ii. Item 5: Southeastern and Network Rail will be holding a joint stakeholder conference on Monday 14 June from 09:00 -12:30, via Zoom. Southeastern has seen continued challenges from Covid, a large number of timetable changes, but also impressive performance, and the rollout of industry-leading innovations such as SeatFinder. Network Rail has used the opportunity of a quieter rail network to undertake some major upgrades, with the railway in a good place to welcome passengers back as they return to offices, hospitality venues and workplaces across the route.
- iii. Item 6: Kent Police: No Road Name in Chiddingstone - between 9:00am on Tuesday 27th April and 6:00pm on Wednesday 28th April, somebody stole trees from a woodland garden. Crime Report No. 46/71762/21.
- iv. Item 7: D.Cllr Osborne-Jackson: “UK Power Networks is participating in the online Safe Spaces initiative, an initiative led by the Royal Mail group and charity Hestia, part of the UK Says No More campaign against domestic abuse and sexual violence. The Safe Spaces button can be viewed on our website www.ukpowernetworks.co.uk. The link provides information on domestic abuse and signposts any individual for national or local support, as well as being easily exited on a computer if needed.”
- v. Item 9: SDC – Town and Parish Council newsletter with details on the following topics: staff changes, Bank Holiday refuse collections, reporting anti-social behaviour, homelessness prevention and support, responsible dog ownership, support for local businesses and CCTV update
- vi. Items 10 and 13: KCC: Temporary Road Closures (i) Wellers Town Road, Chiddingstone Hoath - 26th May 2021 for 1 day. Wellers Town Road will be closed 260m south of the junction with Hampkins Hill Road. The closure is required for the safety of the public and workforce while BT works are undertaken by Openreach. (ii) Bore Place Road, Chiddingstone and Winkhurst Green Road, Bough Beech -31st May 2021 for 5 days. The roads will be closed at their junctions with each other. The closure is required for the safety of the public and workforce while works are undertaken by UK Power Networks. (iii) Hale Oak Road, Sevenoaks Weald - 24th May 2021 for 1 day for the entire length. The closure is required for the safety of the public and workforce while carriageway works are undertaken by Kent County Council.
- vii. Item 11: The Open Spaces Society: “This week we launch our Grant a Green campaign. The society is to urge local councils in England and Wales voluntarily to register their open spaces as town or village greens, to protect them from development and give local people rights of recreation there. It is more important now than ever to secure our green spaces. Not only have the restrictions of movement meant that people have discovered that their local open spaces are essential for their health and sanity, but also those spaces are under unprecedented threat.”
- viii. Item 15: Email from resident of Chiddingstone Hoath regarding the verbal noise from cyclists in the parish.
- ix. Item 18: Kent Police: Report by PCSO Sam Rustrick: Leigh and Chiddingstone – regular patrols have been done in and around Leigh and Chiddingstone throughout the months and the local officer stopped and spoke to several people out on Leigh Green. Officers attended Chiddingstone after a report was made to the police about a vehicle dumped in the road. When patrols attended it was deemed that the vehicle had been left dangerously and was not safe so the vehicle was recovered and moved from the area. Multiple cars were damaged on Leigh High Street, unfortunately no suspects have been found but we will continue to patrol the area to help identify any suspicious vehicles.
- x. Item 19: SDC News Release: Fly tippers have their day in court: SDC successfully prosecuted two fly-tippers at Sevenoaks Magistrates' court on Friday 14 May 2021. (i) Triple fly-tipper handed £2.5k in fines - A fly-tipper who dumped waste in School Lane near Fawkham on at least three occasions has pleaded guilty to his crimes.

Simon Clatworthy from Erith pleaded guilty to fly-tipping waste contrary to section 33 of the Environmental Protection Act 1990. He was fined £360, ordered to pay £2,140 in costs and £50 in compensation, in total £2,330.75. (ii) South Darenth gardener dumps dangerous waste on his doorstep. At court, William Moulson of South Darenth pleaded guilty to fly-tipping waste contrary to section 33 of the Environmental Protection Act 1990. He was fined £500, ordered to pay £1,717.75 in costs and £50 in compensation.

19. To hear a report and discuss Parish Projects:

i. Rural Swathe and Visibility Cutting

The Clerk reported that she had a meeting with the Landscape Officers at KCC and the other clerks in the cluster. KCC is going out to tender again for the whole of Kent (apart from our cluster), it will be for a 5 year term. Their priority is to retain highway safety. KCC retains the authority and has the ultimate responsibility for cutting the rural swathe and visibility areas. The Parish Councils cannot decide what gets cut, if there are complaints and requests not to cut a verge, this must be referred to KCC for determination. Members agreed to carry out the first swathe and visibility area cut at the end of May/beginning of June.

ii. Summer Family Fun Play Events 2021

The Clerk reported that she's booked the Chiddingstone play event for Friday 20th August, probably 2pm to 5pm. This is normally held on the Chiddingstone Causeway sports field. Members agreed to book a circus workshop with giant bubbles at a cost of £275.

20. Items for reporting or inclusion in future agenda

None.

Members agreed to suspend Standing Orders in order to allow the next Parish Council meeting to be held on the fourth Tuesday of the month in June. The next Parish Council Meeting will be held on Tuesday 22nd June 2021 at 7.30pm in Chiddingstone Village Hall.

The meeting closed at 9.30pm.

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