

**MINUTES OF THE CHIDDINGSTONE PARISH COUNCIL MEETING HELD ON
TUESDAY 25TH JULY 2023 AT 7.30PM IN CHIDDINGSTONE VILLAGE HALL**

Present: Cllr J. Roper (Chairman), Cllr P. Harris, Cllr K. Outlaw, Cllr M. Quirk, Cllr P. Myers, Cllr C. Shamwana and Cllr P. Vicary
Apologies: Cllr H. Williams
In attendance: Mrs L. Kleinschmidt (Clerk). County Cllr McArthur, District Cllr R. Streatfeild, District Cllr M. Silander and 4 members of the public who attended the meeting for the Open Session only.

Open Session

Report by District Cllr Streatfeild

District Cllr Streatfeild reported that an update has been received from the Chief Executive at SDC on the new levelling up and housing policy. The fun days are happening across the district which will be free of charge. The SDC Plan will come to the full council in November and a Rural Call for Sites for the new Local Plan will be published by the end of October at the earliest.

Report by District Cllr Silander

District Cllr Silander reported that SDC has considered two motions, one to develop the site opposite Sevenoaks Train Station into housing, and one to support the covenant for children leaving care. The Development Management Committee last week voted against a proposal for 18 new dwellings in Ash on a previously developed site as it was contrary to local needs. A spreadsheet showing the statistics of population and new development in all Town and Parish Council areas since 2006 has been circulated.

Report by County Cllr McArthur

County Cllr McArthur reported that KCC has been abiding by No Mow May and Let it Bloom June. Operation Brock is back in force on the M20. There is a new recycling scheme for devices where old and used IT equipment can be taken and re-used where possible. Residents with bus passes under the concessionary travel scheme can travel for free from 9.30am to 11pm during August, this is funded by central Government. Families who are eligible for free school meals can now apply for a family bus pass. KCC has purchased a new machine to repair potholes which reduces the amount of time it takes to carry out the repair and larger areas can be undertaken, and the repairs are of a higher standard. C.Cllr McArthur said that she attended a meeting regarding Gatwick Airport, who have said that they have recruited a high number of new staff to cover the summer period.

Questions from members of the public

1. Two members of the public attended the meeting in order to give an update on this year's Chiddingstone Fete. The fete has managed to raise over £10,000 profit, some of which will be saved in a fund for next year's fete and some will be given to participating village clubs and organisations. Approximately 500 people attended the fete and 300 attended the fete dance. The rugby tournament was also very well attended with 150 rugby players taking part. The Chiddingstone girls rugby team won their match. Cllr Roper expressed thanks for the update and congratulated the fete committee on such a successful weekend.
2. Two residents attend the meeting in order to raise concerns about the possibility of a large carpark in Chiddingstone village. Cllr Roper advised that there are no proposals under consideration at present, and said that Chiddingstone residents will be consulted when there is a proposal.

County Cllr McArthur, District Cllr Streatfeild, District Cllr Silander and members of public left the meeting at 8.10pm.

Closed Session

38. **Apologies for absence** were received from Cllr Williams and members accepted his reason for absence.
39. **Declaration of Disclosable Pecuniary Interest / Non-Pecuniary Interest on matters to be discussed**
Cllr Outlaw and Cllr Harris both declared a NPI in item 46 as they are Trustees of the Margaret Hyde Trust.

40. The minutes of the Chiddingstone Parish Council Meeting held on 27th June 2023 were approved and duly signed. Proposed by Cllr Shamwana, seconded by Cllr Harris, and all were in favour.

41. To discuss the vacancy on the Parish Council that has arisen from the resignation of Cllr Taylor

The Clerk reported that Cllr Taylor has resigned from the Parish Council since the last meeting due to work and family commitments. Members thanked Cllr Taylor for his time serving on the Parish Council. The Clerk advised that she has advertised the vacancy. If ten electors write to SDC before 2nd August and request an election, the Parish Council is obliged to hold an election, otherwise the Parish Council is able to co-opt a new member.

42. Planning:

i. To consider planning applications received

The Clerk reported that since the last meeting, the Planning Committee has considered the following applications and submitted comments:

- i. SE/23/01644/FUL and SE/23/01645/LBCALT: Home Farm Oast, Chiddingstone Hoath TN8 7DD - change of use and sub-division of Oast house and Barn annexe to create new dwelling, garden curtilage and parking. Proposed shared access. Fencing. Landscaping. Members supported this application.
- ii. SE/23/01667/HOUSE: Nut Lea, Ryewell Hill, Chiddingstone Hoath TN8 7BN - single storey rear extension and roof alterations including a dormer window and roof lights. Members had no objection to this application.
- iii. SE/23/01740/NMA: Stables adjacent to 26 Truggers Cottages, Truggers Lane, Chiddingstone Hoath TN8 7BP - Non Material Amendment to 20/02381/FUL. Remove window from east elevation. Make windows in south elevation smaller. Make window in north elevation smaller. Remove small window from north elevation. Move window in kitchen area on south elevation. Increase window size in kitchen south elevation. Members had no objection to this application.
- iv. SE/23/01695/HOUSE: Verel Cottage, Coopers Corner TN14 6LB - demolish existing rear conservatory. Construction of single storey rear extension with rooflight. Members had no objection to this application.
- v. SE/23/02044/WTCA: Cherry Cottage, Hoath Corner, Chiddingstone Hoath TN8 7BS - works to trees in a Conservation Area. Members had no comment to make on this application.

ii. To report SDC notifications of planning decisions

- SE/23/00527/FUL: 3 The Green, Chiddingstone Hoath - proposed conversion of the existing outbuilding to a new detached dwelling and provision of an associated residential curtilage. Application refused. Reason: the proposed scheme does not meet minimum requirements within the Nationally Described Space Standards for a new dwelling and would result in inadequate housing being provided. The proposal would create substandard living accommodation for future occupiers of the site and would not comply with policy EN2 of the Sevenoaks Allocations and Development Management Plan.
- SE/23/01007/LDCPR: Verel Cottage, Coopers Corner, Ide Hill - Lawful Development Certificate Proposed - demolish existing rear conservatory. Erection of a ground floor extension. Application refused as planning permission required.
- SE/23/01061/LDCPR: The Laurels, Coopers Corner, Ide Hill - Lawful Development Certificate for proposed reinstatement of primary entrance to the front, alteration to fenestration. Application approved.
- SE/23/01096/NMA: Lockskinners Farm, Lockskinners, Chiddingstone – Non Material Amendment to SE/19/02061/FUL. The non-material amendments are minor aesthetic changes to the north and west elevations of Building A and do not increase the size of the development nor alter the approved uses. Application approved.
- SE/23/01416/HOUSE and SE/23/01417/LBCALT: The Barn, Oakenden Lane, Chiddingstone Hoath – side extension to existing building. Application approved.

iii. To hear update on potential breaches of planning policy

The Clerk updated members regarding a potential breach of planning policy in the parish.

iv. SE/23/01483/HOUSE: 2 Hobbs Hill Farm Cottage, Blackham

This application is for the erection of two storey side extension and single storey rear extension; internal alterations; alterations to roof; alterations to fenestration; rooflights; PV panels; sun tunnel and Juliet balcony.

The Parish Council has been asked whether it would like this application to be discussed by the SDC Development Management Committee. The Parish Council objected to this application on the ground of the extension representing an increase in floorspace of over 50% of the original building contrary to policy GB1 of the ADMP. The planning officer has stated that whilst this is true, the NPPF states that inappropriate development within the Green Belt can be allowed under “very special circumstances”. In this case, the applicant is seeking to essentially sacrifice the floorspace to be gained through the erection of a lawful outbuilding (23/00603/LDCPR) and instead provide a rear extension. As such, the proposed development would result in less sprawl given that an outbuilding would be lost and any development would instead be attached to existing built form, thus enhancing the sense of openness within the Green Belt. Additionally, the extension is marginally smaller in floorspace than the outbuilding which further enhances the Green Belt. Members agreed that they would not request that this application be pulled into committee but would ask for a condition on any approval that states that development rights at this property are extinguished.

43. Finance

- i. To consider an Internal Audit long-term undertaking with Mulberry & Co
Members agreed to undertake a long-term three year agreement with Mulberry & Co for the provision of internal audit services at a rate of £65 per hour.
- ii. To discuss quote for removal of ivy and general repairs of the bus shelter in Chiddingstone Causeway
Clerk to request a quote for just the removal of the ivy and also a quote for the supply and erection of a new bus shelter.
- iii. To discuss grant funding opportunities
 - i. West Kent Rural Grants
Rural businesses and communities can apply to the West Kent Rural Grants scheme to support jobs, communities and economic growth. The scheme is funded by the Government's Rural England Prosperity Fund (REPF). Grants of £2,000 to £25,000 are available. Requires 50% match funding. Locally, the fund is being administered by The West Kent Partnership of Sevenoaks District Council, Tonbridge and Malling Borough Council and Tunbridge Wells Borough Council. The funding is for capital projects and match funding is required. Eligible local organisations must be within a rural area as defined by Defra. Deadline for applications: midnight on Tuesday 15 August 2023.
 - ii. UK Shared Prosperity Fund – Parish Councils
Town and Parish Councils can bid for up to £4000 of Capital Funding. Deadline for responses with expressions of interest: 16th August 2023. The funding covers both financial years of 2023/2024 and 2024/2025, and will be immediately available to spend on allocated projects this year. Members agreed to apply for a grant towards a new bus shelter.
 - iii. Better Together Community Mobilisation Fund
Better Together builds on the ‘hands on’ projects that people created during the pandemic in their own neighbourhoods. Community groups play a vital role in supporting and bringing together local people. The Community Mobilisation Fund will help support individuals and new/existing community groups by enabling practical support, such as skills development and capacity building, alongside local activities and events. Applications can be for a maximum of £1,000 for revenue projects. In special circumstances and where applicants can demonstrate the additional value, projects may be awarded grants over a period of two years. In 2023/24, the fund can support new revenue projects which contribute to the below priorities.

Priority 1	Community-led projects addressing local priorities and fostering a sense of local pride
Priority 2	Tackling isolation and loneliness
Priority 3	Improving physical and mental wellbeing
Priority 4	Promoting and encouraging community safety
Priority 5	Improving the environment or promoting biodiversity and sustainability

Deadline for applications 8th September 2023.
- iv. To approve list of payments
Cllr Vicary proposed that the list of payments be approved. This was seconded by Cllr Outlaw and all were in favour. Cllr Roper and Cllr Myers to authorise the payments online.

44. Affordable Housing provision in the parish

- i. To hear update regarding the Chiddingstone Affordable Housing schemes
 - i. Chequers site in Bough Beech: Application approved. This is for the development of 11 dwellings, including 8 affordable homes, plus garages and associated works. Detail applications to satisfy the conditions imposed on the approval have been submitted and approved.
 - ii. Bassetts site in Chiddingstone Causeway: Cllr Roper reported that he has spoken to the landowner and there appears to be an unwillingness to meet with ERHA. ERHA has had to restructure the whole scheme to avoid the site being included in the 1 in a 100 year flood risk area. ERHA's restructure meant that the originally agreed plot would no longer work for the project and the proposal from the landowner for the alternative sale of the whole site was financially unviable for ERHA. ERHA would be prepared to discuss costings with the landowner and Savills. Cllr Roper to communicate further with the landowner.
- ii. To hear update regarding RACE (Rural and Community (Housing) Enabling)

RACE, the new Rural and Community-Led Housing Service for Kent, was created following the closure of Action with Communities in Rural Kent (ACRK), which previously hosted the Rural Housing Enabler project and Kent Community Housing Hub. This new service commenced on 1st June and is managed by Tessa O'Sullivan (continuing and building upon her work with ACRK). Tessa is assisted by Kirsty McHattie (formerly Co-ordinator for the Kent Community Housing Hub). They are employed by the Kent Housing Group and hosted by Ashford Borough Council. Cllr Outlaw reported that the Kent Housing Group comprises various housing associations and district/borough councils working together. DEFRA has announced a £2.5m fund for the financial years 2023/24 and 2024/25 to support the expansion of the work of Rural Housing Enablers across England which is expected to be administered by Action with Communities in Rural England via its county members. Cllr Outlaw is currently working on establishing a new ACRE member for Kent – Kent ACRE - and will be commencing discussions with the RACE Steering Committee to determine how the available funding might be applied for and the potential for RACE to transfer into Kent ACRE at some point in the future.
- iii. To hear update regarding the Chiddingstone Housing Needs Survey 2023

The Clerk reported that the Chiddingstone HNS survey will take place in September.

45. Highways and Rights of Way

- i. To hear update regarding applications for speed reduction measures in Bough Beech and on Camp Hill

The Clerk reported that KCC is still working on the desk-top studies.
- ii. To hear update on the Chiddingstone Community SpeedWatch Scheme

The Clerk that the Chiddingstone Community SpeedWatch Scheme volunteers have all undertaken the online and roadside training. The equipment is due to be delivered next week. There are eleven sites, six in Chiddingstone Causeway and five in Bough Beech. Cllr Outlaw undertook to ask Bough Beech residents whether they would be willing to be join the scheme.
- iii. To consider application to re-route SR514 in Bough Beech and to create a permissive path to Ide Hill Road

The Clerk reported that she emailed the landowner to suggest the alternative route as discussed last month. Cllr Vicary undertook to speak to him.
- iv. To hear update regarding PROW diversions

Confirmation of PROW diversions:

 - SR526 on land to the rear of Chequers, Bough Beech.
 - SR546 and SR466 on land at Watstock.
 - SR441 on land at Oakenden
- v. To discuss rural swathe and visibility cutting in the parish

The Clerk reported that all four parishes are interested in opening up discussions on taking the function back from KCC again next year. Clerk to contact KCC and the contractor to see if this is possible and what the cost would be. Cllr Vicary reported that the hedges are excessively overgrown from the bridge in Chiddingstone to Gilwyns crossroads. It was agreed to ask Chiddingstone Castle to cut them back.
- vi. Highways
 - Urgent Road Closure - Truggers Lane to Grove Road, Chiddingstone Hoath - 19th July 2023 for up to 1 day. The road will be closed at the junctions of Grove Road and Hoath Corner.

This closure is necessary to enable carriageway repairs to be carried out by Kent County Council.

- Temporary Road Closure - B2176 Moorden Lane, Chiddingstone Causeway - 17th August 2023 for 2 days between 08.00hrs and 16.00hrs. The road will be closed outside The Old Vicarage. Pedestrian access will be maintained during the works. The closure is required for the safety of the public and workforce while works are undertaken by Openreach.
 - Temporary Road Closure - Ide Hill Road, Bough Beech - new date 23rd October for 1 day between 09.30hrs and 15.30hrs adjacent to Skinners. The closure is required for the safety of the public and workforce while works are undertaken by Openreach.
- vii. Disabled Parking Provision in Chiddingstone
The Clerk reported that Jeremy Clark, Parking Engineer at SDC, has emailed regarding the provision of disabled parking spaces in Chiddingstone, and whether there is a need for a second dedicated space. Members agreed that as the existing disabled parking space is rarely used, they do not feel that a second one is required. Members will discuss this matter with the school.
- viii. Oak bollards in Chiddingstone village
The Clerk reported that some of the bollards are rotting at the base and have fallen over. Clerk to obtain a price for replacing the whole row of bollards.

46. To hear report on the Margaret Hyde Trust by the Parish Council's representative Trustees

Cllr Outlaw reported that the first meeting of the newly formed Trust was held last week, and she has been elected as Chair of the Trustees and the Clerk is the Clerk to the Trustees. Jane Streatfeild and Jeanette Ashworth were co-opted Trustees and wish to remain. Rev'd Lisa Cornell is the ex-officio Trustee and wishes to continue. It was agreed that the Trustees will update the Parish Council after each Trust meeting.

47. Aviation

- i. GACC Press Release: "There is no conceivable justification for the increased carbon emissions that would arise from expanding Gatwick, for which no realised mitigation currently exists. The negative impact on communities would extend for many miles from Gatwick's borders. There would be significant increases in noise levels in all areas including for those living under flight paths many miles away and over the three tranquil AONBs in the region. This proposed growth would have severe effects on the local transport infrastructure, impacting on local road and rail networks, which is already overburdened as a result of current growth. The claimed additional workforce would further exacerbate the pressures on local education resources, health services and housing."
- ii. Gatwick Airport Ltd – invitation to an information session about the outcomes of the Initial Options Appraisal which will support GAL's Redesign of Arrival and Departure Procedures. There are three sessions, all online using Teams, on
 - Friday 28th July 10am to 12pm,
 - Monday 31st July 2pm to 4pm, or
 - Wednesday 2nd August 5.30pm to 7.30pm.At the sessions, GAL will share more details about the methodology used to conduct their Initial Options Appraisal, and assess the shortlist of airspace design options.

48. To discuss correspondence received

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

- i. Item 3: SDC: the next CIL Spending Board meeting will be taking place on Wednesday 29th November 2023. Bids for funding to help deliver local and/or strategic infrastructure projects which will benefit the local community must be received by midnight on Friday 15th September 2023.
- ii. Item 7: Kent Police:
 - Hale Oak Road, Chiddingstone: On Monday 26th June, somebody broke into a vehicle parked in a driveway. Crime Report No. 46/113397/23.
 - Clinton Lane, Bough Beech - between 19:30 on Monday 19th June and 07:30 on Tuesday 20th June, somebody broke into a Isuzu D-max Yukon parked in the road. Several items were stolen. Crime Report No. 46/113449/23

- Clinton Lane, Bough Beech - between 09:30 on Thursday 29th June and 07:00 on Friday 30th June, somebody stole a container of diesel from a farm. They also damaged the fuel tank of a tractor. Crime Report No. 46/117464/23.
- iii. Item 8: KALC Training:
- 24th August – Dynamic Councillor – online 6.30pm to 9.30pm.
 - 31st August – Introduction to Planning – online 6.30pm to 9.30pm.
 - 7th September - Dynamic Councillor – online 6.30pm to 9.30pm.
 - 13th September – Introduction to Planning – online 6.30pm to 9.30pm.
 - 21st September – Dynamic Councillor – online 6.30pm to 9.30pm.
 - 4th October – Finance Conference – Ditton Community Centre 9.30am to 4.30pm
 - 5th October – Dynamic Councillor – online 6.30pm to 9.30pm.
 - 19th October – Dynamic Councillor – online 6.30pm to 9.30pm.
 - 2nd November – Dynamic Councillor – online 6.30pm to 9.30pm
- iv. Item 12: Kent Police: My Community Voice, June 2023. Edenbridge & Local Areas: “My Community Voice meet at Waitrose speaking with residents and promoting MCV. PC Sexton and PC Owen attended Edenbridge Train station where they spoke to female commuters about how safe they feel in the area, this was part of our ongoing work for awareness around Violence against women and girls. Ongoing issues of ASB have been raised at the Leisure Center that will be looked into and the suspects hopefully identified.”
- v. Item 15: Cllr Silander re: Community Catalysts Project Kent: “There are four Community Catalysts working across Kent. We are looking for existing small enterprises, or people that want to start one, offering care and support in their local area. Our target audiences are older people, people with learning disabilities, people with physical disabilities and people facing challenges with their mental health/wellbeing. Enterprises could be offering care and support in people’s homes, assistance with shopping/errands etc, helping people to get out or running a group/activity in the community. There are now 60 enterprises listed on our Kent directory, see www.smallgoodstuff.co.uk. There will be many more to come throughout the project. These enterprises are not meant to replace commissioned services but are to give people more choices and allow them to find flexible, local and passionate individuals in their area. Some services are free, some make nominal charges and some charge hourly rates. All have been through our development programme to ensure they are safe, legal and sustainable.”

Consultations

- KCC’s emerging Local Transport Plan. The draft plan sets out our ambition for transport in Kent together with policy outcomes and objectives. See www.kent.gov.uk/ltp5. Deadline: 18th September.
- National Highways & Transport Survey see <https://letstalk.kent.gov.uk/national-highways-and-transport-2023-24>
- Kent Community Warden Service Review Public Consultation: “We have now launched a consultation on proposed changes to the Community Warden service. The consultation runs from 12 July to 3 October. As set out in the 2023/24 budget, to help meet the financial challenge KCC is facing, the Community Warden service has been asked to reduce its annual budget by £1 million by 2024/25. Setting this year’s budget was the most challenging it has ever been, due to increasing demands on KCC services and the cost of providing them. To achieve this level of saving we are proposing to redesign the service, ensuring that there is core Community Warden presence across the county, with teams covering two district authority areas. This would retain the community-based way the service currently works, but use data and information to identify need and where best to place wardens to have the most impact. See kent.gov.uk/communitywardenreview.”
- KCC re: Family Hub services consultation, see www.kent.gov.uk/familyhubservices. “This sets out KCC’s proposals on the future of young peoples’ services. KCC was one of 75 local authorities successfully awarded Department for Education (DfE) funding to design and implement a three-year Family Hub model in Kent, following the September 2020 review by Dame Andrea Leadsom MP focusing on improving outcomes for babies and the first 1,001 days of a child’s life. The findings of that review enabled the DfE and Department for Health and Social Care to develop a framework to support successful and ambitious local authorities to work with health partners to develop a Start for Life concept and Family Hub model. Family Hubs brings together and integrates support services for children, young people and families, so that they are easier for people to access. By being focused on building better, strong relationships with families, we can work with multi-agency services, reducing the need for families to tell us their stories more than once and allow them to access help and support.”

49. To discuss the use of chiddingstone.org email addresses

The Clerk reported that there are four non-Parish Council email addresses under Chiddingstone.org. Members agreed to contact these accounts and advise them that they should no longer be used as they are only for members of the Parish Council.

50. To hear report and discuss Parish Projects, including approval of costs:

- i. Litter Pick, Bulk Refuse Freighter and Flytipping
 - i. Parish litter pick – 9th September in Chiddingstone Causeway and Chiddingstone Hoath.
 - ii. Bulk Refuse Freighter visits – 9th September.
 - iii. Flytipping – nothing to report.
- ii. Parish telephone boxes

Cllr Harris reported that she has visited the company that refurbishes heritage phone boxes in Marlow and chosen a heritage box with a Georgian crown at a cost of £2,750 + VAT fully refurbished. A local contractor has offered to collect the box and deliver free of charge. Another local contractor has agreed to lay the concrete base and shingle area for £300. Members agreed.
- iii. Summer Family Fun Play Event

The Clerk reported that this will be held from 10am to 2pm on Friday 11th August on the Chiddingstone Causeway Sports Field. Andy Hiccup has been booked for two hours entertainment at £225.
- iv. Chiddingstone Car Park

Members agreed that Cllr Roper and the Clerk will discuss with both the school and Chiddingstone Castle.

51. Items for reporting or inclusion in future agenda

- i. Cllr Outlaw reported that SES Water has an educational programme which is open to anyone. There is an aim to engage with Chiddingstone, Four Elms, Hever and Edenbridge schools. Cllr Outlaw agreed to send the information to the Clerk who will forward onto the relevant clerks.
- ii. Cllr Outlaw reported that the Kent Resilience Forum includes services to support parish emergency planning. They are widening their objective to look at social and economic resilience and not just the environment. Item to be considered at the next Parish Council meeting.
- iii. Cllr Vicary reported that the next meeting to discuss the Sports Association will be held in September.

The next Parish Council Meeting will be held on Tuesday 19th September at 7.30pm in Chiddingstone Causeway Hall.

The meeting closed at 9.35pm.

Chiddingstone Parish Council – 25th July 2023

List of Payments since last meeting (figures inclusive of VAT)

Payment			Amount	
<u>Number</u>	<u>Date</u>	<u>Payee</u>	<u>inc. VAT</u>	<u>VAT</u>
521	25.07.23	Clerk - salary	£1,252.75	
522	25.07.23	HMRC – PAYE	£206.13	
523 SO	25.07.23	Kent County Council – pension contribution (paid by standing order)	£500.90	
524	25.07.23	Clerk – mileage, petty cash	£137.00	
525	25.07.23	AEF – membership renewal	£36.00	
526	25.07.23	Hever Landscapes Ltd – closed churchyard & areas	£403.20	£67.20
527	25.07.23	SDC – emptying dog waste bins April to June 2023	£112.32	£18.72
528	25.07.23	SDC – bulk refuse freighter visit 01.07.23	£405.72	£67.62
529	25.07.23	Knockout Print – play event roadside boards	£100.80	£16.80
530	25.07.23	KCC KCS – copy charges for Parish Council printer/scanner	£234.85	£39.14
531	25.07.23	KALC – Cllr Quirk to attend Planning course on 19.01.23	£60.00	£10.00

£3,449.67 £219.48

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