

MINUTES OF THE MEETING OF STAPLEHURST PARISH COUNCIL
held at Staplehurst Village Centre on
Monday 16th March 2020 at 7.45p.m.

PRESENT: Councillors Castro, Chapman, George, Miller, Rawlinson, Sharp, Spearink and Riordan who was in the Chair.
Parish Clerk: Mr MJ Westwood

APOLOGIES: Councillors Bowden, Buller, Forward, Perry, Thomas and Walsh whose reasons for apology were accepted. Councillor Lain-Rose was absent.

URGENT ITEMS FOR DISCUSSION – Chairman Riordan proposed discussion of two urgent items: (i) response to the Coronavirus outbreak: (ii) consultation by MBC about the latest Staplehurst planning applications. The proposal was AGREED by Councillors.

COUNCILLOR DECLARATIONS regarding items on the Agenda:
Changes to the Register of Interests – none declared.
Interests in Items on the Agenda – none declared.
Requests for Dispensation – no requests.

URGENT ITEMS

1. Coronavirus: *Chairman Riordan introduced discussion of the emergency situation and closed the meeting to include contributions from members of the public.* An offer of funding was made to support voluntary activity to help vulnerable people; a member of the Staplehurst Emergency Help Team commented that up to date information about volunteers and vulnerable people needed to be obtained; a leaflet-drop of all parish addresses was suggested to gather information about both groups and notify them how they could assist or seek help; Borough Councillor Brice said she would seek guidance from Maidstone Borough Council. *Chairman Riordan reopened the meeting.* It was RESOLVED that a leaflet should be produced and distributed parish-wide; Councillors should notify the Parish Office of ways in which they could assist; the Chairman and Parish Office should engage with Borough Councillor Brice and volunteers to take forward the action; close liaison should be maintained with KCC and MBC.
2. Planning Applications: Chairman Riordan explained that the Parish Council's planning committee had not had a quorum for its meeting earlier in the evening. Consequently, the applications needed to be brought before Full Council for consideration of recommendations to be made to MBC. As Chair of Planning Committee, Councillor Sharp discussed the applications.

20/500222 **9 Jaggard Way TN12 0LF** - Installation of drop kerb and creation of front driveway. RESOLVED: recommend APPROVAL to the MBC Planning Officer.

20/500766 **55 Corner Farm Road TN12 OPR** - Conversion of loft and garage room into a habitable space. RESOLVED: recommend APPROVAL to the MBC Planning Officer.

20/500792 **22 Chestnut Avenue, TN12 0NJ** - Replacement of existing hanging tiles on front elevation with horizontal weatherboarding, along with works to increase width of the existing front porch by 1.736m. RESOLVED: recommend APPROVAL to the MBC Planning Officer.

20/500800 **Hen and Duckhurst Farm, Marden Road TN12 OPD** - Removal of condition 20 (Construction/Delivery Hours) of 14/502010/OUT (Outline application for

residential development for up to 250 dwellings with access considered at this stage and all other matters reserved for future consideration). RESOLVED: recommend REFUSAL and referral to MBC Planning Committee were the Planning Officer minded to approve the application. Councillors NOTED that MBC had previously decided against amending the planning condition and decided for retaining the condition; Councillors felt this position should be maintained. They felt that retention and enforcement of planning conditions were particularly important, given that the original consent was only outline in nature and that there had been many reports of work taking place outside the permitted hours. Notwithstanding MBC Planning Committee's resolution of 22/08/19, Councillors observed that there was no evidence that MBC had made publicly available an Environmental Code of Development Practice or information about relevant environmental legislation. Councillors therefore maintained that planning conditions remained and should remain the appropriate way to protect residents' amenity.

20/500852 **Great Wadd Oast House, Waller Hill, Frittenden TN17 2DA** - Change of use of agricultural land to residential garden land, creation of an outdoor swimming pool and erection of a building to provide sitting area, changing rooms, facilities and boiler room to heat pool. (Revised scheme to 19/506290/FULL). RESOLVED: recommend APPROVAL to the MBC Planning Officer.

20/501062 **Land Off Headcorn Road TN12 0DT** - Variation of Condition 23 to amend the triggers for delivery of the off-site highways works and omit the extension to the 30-mph zone of planning permission 14/505432/FULL - Residential development to provide 167 dwellings. Councillors NOTED that provisions for the 30mph extension were covered by the neighbouring development. They saw no justification for amending the trigger points for the remaining parts of the condition and observed that the submitted documentation lacked clarity about the works to be undertaken. RESOLVED: recommend REFUSAL and referral to MBC Planning Committee were the Planning Officer minded to approve the application.

20/501035 **Land South of Marden Road TN12 OPE** - Hedgerow removal notice: to establish access and working area for southern water sewer connection for a development. Councillors expressed concern about the lack of clarity in the submitted plans: 'the new development' mentioned in the application should be specifically identified: the plans were not accurate or up to date and should show the new roundabout on Marden Road; the proposed culvert suggested management of surface water, yet the application discussed storage of sewerage; no mention was made of post-works reinstatement of the landscape. They sought satisfactory answers to these points before determination of the application.

Tunbridge Wells Borough Council – Invitation to comment on a Consultation on a Proposed Local Connection Test for the Council's Self-Build and Custom Housebuilding Register (deadline 06/04/20) <https://consult.tunbridgewells.gov.uk/kse/event/35262>. NOTED by Councillors who encouraged individuals to respond.

APPROVAL OF FULL COUNCIL MINUTES: Proposed by Councillor Sharp, seconded by Councillor Spearink, minute pages 1816-1820 of 24th February 2020 were APPROVED by Councillors, signed by Chairman Riordan and made available at <http://www.staplehurst->

pc.uk/community/staplehurst-parish-council-13607/full-council/.
abstained.

Councillors George and Rawlinson

FINANCE REPORTS

1. Accounts for payment – for approval. Proposed by Councillor Miller, seconded by Councillor George, the listed accounts for payment were APPROVED. Expenditure for the period 19th February to 10th March totalled £10,222.38; income for the period was £2,001.85.

Approved Payments 19th February 2020 - 10th March 2020

	Amount
Forestry First Ltd - Youth Club Tree Works	360.00
Choice Support - Village Planters February	391.62
Kent County Council - Stationery	14.10
Paddock Wood TC - Legionella Monitoring Course	54.00
Staplehurst Village Centre - Hall Hire January	42.00
Staplehurst Village Centre - Parish Office Rental January	350.00
Staplehurst Village Centre - Hall Hire February	144.00
Staplehurst Village Centre - Parish Office Rental February	350.00
Staplehurst Village Centre - Hall Hire March	102.00
Staplehurst Village Centre - Parish Office Rental March	350.00
Bradley Hawkins - Wimpey Field Strimming	40.00
Cllr Reimbursement - Hessian Sand Bags VE Day	27.99
Cllr Reimbursement - Community Payback Refreshments	26.59
Kent County Council - Stationery	19.92
Kent County Council - Stationery	66.72
Iden Signs - Printed Discs re Greener Staplehurst Group	144.00
February Payroll & Pension Costs	5,522.34
Forestry First Ltd - Surrenden Field Tree Removal	180.00
Cllr Reimbursement - VE Day Helmet Purchase	13.15
Sevenoaks DC - Surrenden PF Premises Licence	70.00
Paxman Services (UK) Ltd - Bell Lane Toilet Clean/Open Feb	695.49
Paxman Services (UK) Ltd - Bell Lane Toilet Sundries Feb	23.38
Paxman Printing - Village Update Spring	295.00
Cllr Expenses - Travel Claim	10.10
Polybags Ltd - Black Sacks	44.45
Lloyds Bank Charges - March	7.20
Community Payback Refreshments - Jubilee Field Ditches	6.18
BT - Broadband & Phone Line Feb-Apr	359.54
E-on - Street Light Energy February	51.24
Kent County Council - Youth Club Lease Purchase Mar-June	212.50
Countrystyle Recycling - Waste Collection February	65.76
Arron Services - Hosted Exchange March	171.00
TOTAL CURRENT ACCOUNT EXPENDITURE	10,210.27
TOTAL PETTY CASH EXPENDITURE	12.11

2. Summation of Accounts – NOTED by Councillors and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/financial-info/>.

CORRESPONDENCE & PARISH ISSUES for decision or noting:

1. Clean-Up Training – Invitation from MBC Environmental Services to nominate representatives to attend a training session covering clean-up events; session to be held on

- 31/03/20 (for decision). The Clerk reported that the event had been cancelled due to the Coronavirus situation.
2. Parish Council Surgery – (i) Report of surgery 29/02/20 – Councillor Chapman reported that visitors to the surgery had discussed a planning application and the Maidstone Call for Sites; (ii) Appointment of representative at surgery 28/03/20 – proposed by Councillor Sharp, seconded by Councillor Spearink, it was RESOLVED to postpone the surgery due to the Coronavirus situation.
 3. Staplehurst Fete – Invitation to book a stall at the event on 27/06/20 (for decision). Proposed by Chairman Riordan, seconded by Councillor Spearink, it was RESOLVED to book a stall.
 4. Staplehurst Station – Correspondence from Southeastern Railway about the appointment of a new Community Relations Manager (for noting). The appointment of the Community Relations Manager was NOTED and welcomed by Councillors.

PARISH COUNCIL REPORTS (from Committee/Groups/Office on specific issues or as regular update)

1. Clerk's Report – The Clerk reported that the Coronavirus had caused a number of events to be cancelled: the latest site meeting with Redrow Homes; a forthcoming presentation about the River Beult and MBC's provision of equipment and support for clean-ups. Consequently, the proposed Staplehurst Clean-Up on 28th March would be postponed. The Clerk recommended that the Annual Parish Meeting scheduled for 30th March should be postponed: proposed by Councillor Rawlinson, seconded by Councillor Miller, this proposal was AGREED. The Clerk asked about the status of VE75 preparations. Councillor Spearink advised that they were continuing pending further government advice, with potentially events being carried over to VJ Day or beyond.
2. Written Reports on Committee, Group and Project activities - for decision or noting
 - 2.1. Jubilee Field Management Committee – The minutes of the meeting on 12/02/20 were NOTED and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/jubilee-field-management/>
 - 2.2. Neighbourhood Plan Review Group – The report of the meeting on 04/03/20 was NOTED and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/neighbourhood-plan-review-group/>. The Clerk reported that Fera Urbanism had completed revisions to the Staplehurst Neighbourhood Plan and that he and the Neighbourhood Plan Review Group would be reviewing the updated document.
 - 2.3. Play Scheme – The report of the meeting on 02/03/20 was NOTED and published at <https://www.staplehurst-pc.uk/community/staplehurst-parish-council-13607/reports-for-noting/>. Recommendation to book Staplehurst School as the venue (for decision): proposed by Councillor Sharp, seconded by Councillor Spearink, it was RESOLVED to book Staplehurst School for the period from 27th July to 14th August at a cost of £955.
3. Oral Reports from Committee/Groups/Councillors – for information only.
 - 3.1. Call for Sites Public Meeting 25/02/20 – Chairman Riordan commented that there was an article about the meeting in the latest issue of the Kent Messenger.
 - 3.2. Community Enhancement Group – Councillor Sharp said she would organise a virtual meeting on 23/03/20.
 - 3.3. Communications Group – Chairman Riordan asked councillors to complete the reports allocated to them for the Parish Council's annual report in good time to meet the planned issue date of mid-May. Councillor Spearink said that Councillor Perry was best placed to provide a report on the Churchyard Liaison Committee.
 - 3.4. Community Payback – Councillor Spearink said that a team would be clearing vegetation from the pavements at the southern end of the village on 18/03/20.
 - 3.5. KALC Dynamic Councillor Workshop – Councillor Castro said that he and Councillor George had attended the workshop which was very useful. There had been some discussion of the practice of publishing tables of councillors' attendance at meetings, which was adopted by some councils. The Clerk confirmed that absences and

apologies were always recorded in meeting minutes and that the Parish Office maintained a record of attendance. Chairman Riordan reminded all councillors to notify any apologies and reason for absence to the Chairman, Vice-Chairman and Clerk.

REPORTS FROM OTHER COUNCILS, AGENCIES AND ORGANISATIONS for noting: -

1. Borough Councillor's Report – Councillor Perry was not in attendance. Borough Councillor Brice spoke during the public forum.
2. Police Report – PCSO Gardner's report for February 2020. It was NOTED that there were seven crimes listed in Staplehurst.

REPORTS FROM LOCAL COMMUNITY GROUPS (written reports for noting)

No reports received.

Chairman.....

PUBLIC FORUM: Borough Councillor Brice reported that she and Borough Councillor Perry had held a useful meeting with representatives of Southern Water about drainage issues on Marden Road. The representatives had advised that surface water was infiltrating the foul water system and unprecedented levels of rainfall had created problems. Southern Water is to undertake some mapping, following which a further meeting would be held to which a representative of the Parish Council would be invited.

Proceedings finished at 9.15pm.

Awaiting Adoption