

KEMSING PARISH COUNCIL

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**Minutes of a Meeting held in the Small Hall, St. Edith Hall, Kemsing,
on Wednesday, 28th November 2007 at 8.00 p.m.**

PRESENT: Mrs. M. Cole (in the Chair)
Mr. D. Bennett, Mr. P. Burfield, Mr. B. Buttifant,
Mr. G. Croughton, Mr. R. Dawes [Arrived 8.07 p.m.],
Mr. K. Hawker, Mrs. W. Ross [Arrived 8.08 p.m.],
Mr. I. Rungay, Mr. S. Smith, Mr. A. Waters

IN ATTENDANCE: PCSO Harwood
Mr. C. Hennis (Play Place)
Mrs. Y. Tredoux (Clerk)

APOLOGIES: Mrs. K. Kelly

The Chairman welcomed everyone and asked whether there would be any objections if Mr. Chris Hennis could have 15 minutes to speak to the Council. No objections were received and the Chairman invited Mr. Hennis to commence his presentation. Director of Play Place, Mr. Hennis, explained that the company, which specialises in arranging activities for young people, had been launched in April 2007 as a Community Interest Company. The Company had been involved with several successful projects over the last few months and the main objectives are:

- Targeted Services (where the Company are being asked to do specific work in the Community).
- Innovative Learning Opportunities (Introducing new projects, in particular recent road shows that were held).
- ICT and Research Programme (which includes the use of computers by young people and making of films, particularly about their own Community life).

Since March 2007 the Company had managed 57 residential estates and 76 events. Similar successful projects had been launched in Westerham and Seal recently. Funding is available from Kent County Council, which the young people are encouraged to apply for themselves. Mr. Hennis, together with PCSO Harwood, had already met some of the young people in Kemsing and thought that the activities provided by Play Place would complement the existing arrangements for young people in Kemsing and suggested a trial period for say 2 to 3 months, which would cost around £1000. This would include weekly visits by Mr. Hennis and his staff. Mr. Hennis offered to pay 50% of the cost for the trial. One difficulty identified by Mr. Hennis was that they required a location where these activities could take place. The Church Hall and Scout Hut were suggested as possible locations. Mr. Waters undertook to ask the PCC to consider making the Church Hall available.

Members agreed in principle that this project would be advantageous to Kemsing, but before a final decision was made, Members were interested to know what part the Parish Council played in the projects at Seal and Westerham. The Clerk would seek the views of Westerham and Seal Parish Councils on the relative success of these projects and report back to the next Parish Council Meeting, when a formal decision would be made. The Chairman thanked Mr. Hennis for the presentation. [Mr. Hennis and PCSO Harwood left the meeting at 8.18 pm.]

Councillors were reminded to disclose personal and prejudicial interests on matters considered at this Meeting.

1. **MINUTES**

Mrs. Cole proposed:

"That the Council approves the Minutes of the Meeting held on 17th October 2007, Reference KPC/10/07, subject to the following amendment:

Page 4 - Item 5, first line should read:

Mrs. Cole and Mr. Rungay **declared** an interest in this item."

CARRIED 10 in favour, 1 abstention (Mr. Burfield)

2. **MATTERS ARISING FROM THE MINUTES**

(a) PCSO – Police Community Support Officer (See Minute 2 (a) KPC/10/07)

Mr. Bennett, the Clerk and two representatives from Seal Parish Council met with Mr. Pankhurst and the Police Force Solicitor on 22nd November. The various concerns raised by both Parish Councils were acknowledged and the Police Force Solicitor would revise the Contract accordingly. It was hoped that a PCSO could be employed by 1st April 2008, subject to the contract being agreed.

(b) WI Seat (See Minute 2 (b) KPC/09/07)

Mr. Waters reported that the Diocesan Advisory Committee had no objections to the installation of the seat. Application for a faculty could commence after the notice of 28 days was displayed.

It was agreed to remove this item from the Agenda until the faculty had been obtained.

(c) Long term storage of village archives (See Minute 2 (c) KPC/10/07)

Mr. Burfield referred to his previous report on the site meeting held on 26th September wherein he informed the Council of the relevant costs and stages for the application. Mr. Burfield referred to the proposal made at the Parish Council Meeting on 17th October 2007 (Reference KPC/10/07, Item 2 (c), when it was agreed to make available £2,000 to assist the Kemsing Heritage Centre. It was Mr. Burfield's understanding that, in fact, £3,500 would be required to draw up plans and for planning approval and building consent for the Kemsing Heritage Centre to be in a position to apply for external funding.

Mr. Burfield proposed and Mr. Croughton seconded to add the following to the proposal:

"That a subsequent £1,500 would be reserved to obtain building consent if the planning application is successful."

CARRIED unanimously

Mr. Burfield said that the objective of the Council was to assist the Kemsing Heritage Centre Association to a point where they could be in a position to apply for the necessary funding to erect the building, which would be their responsibility.

It was agreed that this would be confirmed in writing and that the Clerk would request the Kemsing Heritage Centre Association to confirm their understanding of the agreement in writing.

Mr. Burfield advised that, due to the imminent departure of the Vicar, the Heritage Centre Association may find that they would have to make alternative arrangements for the storage of archive material, which is currently stored in the Vicarage.

(d) Land in West End (opposite the Library) (See Minute 2 (d) KPC/10/07)

A new quotation was awaited.

(e) Kemsing Parish Council Website (See Minute 2 (e) KPC/10/07)

Councillors discussed Mr. Rumgay's report on the Website Study Group Meeting held on 24th October, when the group agreed to recommend to Council that the current website could be improved. Some Members did not feel comfortable for their personal contact details to be displayed on the website, whilst others were comfortable with the idea.

Mr. Rumgay proposed and Mr. Croughton seconded:

"That the Council adopt the paper dated 11th November 2007, prepared by Mr. Rumgay, and to exclude contact details of Councillors, unless specifically requested, and to make funds available up to £400 for additional hours for the Clerk to complete Stage 1 of the paper and that Stage 2 would be the subject of a separate proposal and vote."

CARRIED 10 in favour, 1 abstention (Mr. Bennett)

(f) Amendments to Standing Orders (See Minute 2(f) KPC/10/07)

The working group met on Thursday, 8th November and a meeting to identify and finalise the revision process would be arranged. A recommendation would be made to full Council to consider the amendments.

(g) Village Sign (See Minute 2 (g) KPC/10/07)

Members noted Mr. Waters' report of the site meeting held on Thursday, 8th November, which indicated that the existing sign should be refurbished and double-sided and moved to a site within the St. Edith's Well area, inside the beech hedge next to the High Street and below the War Memorial.

Mr. Croughton was concerned about the proposed position of the sign and thought it would distract motorists.

Mr. Waters proposed and Mr. Buttifant seconded:

"That the Council accepts Mr. Waters' report dated 8th November, which should be progressed further."

CARRIED 6 in favour, 3 abstaining, 1 against (Mr. Bennett)

The Council also noted a letter dated 4th November from Mr. Rogers.

(h) Bus service from Kemsing (See Minute 2 (h) KPC/10/07)

The Clerk wrote to Kent County Council on 9th November (copied to Mr. Chard), asking whether a meeting could be arranged to discuss any options available, to which both parties agreed.

(i) Barnfield Crescent – Retained Housing Estate Land (See Minute 2 (i) KPC/10/07)

Sevenoaks District Council's Legal Section advised in a letter dated 21st November that the Parish Council's agreement to transfer the land had been noted. No charge would be made for the actual legal work and the Parish Council was advised that the cost of this transaction would be around £200.

Mrs. Cole proposed:

"That the sum of £200 be made available to cover the cost of the transaction to transfer the land."

CARRIED unanimously

9.00 p.m. [Mr. Dawes left the Meeting]

(j) Alder Tree - The Well Area (See Minute 3 (j) KPC/10/07)

The Clerk reported that the structural survey had been received on 28th November. The Chairman read the "Conclusion" of the Report, which indicated that the tree posed a significant risk to the structure of the well and that the tree should be replaced with a more suitable specimen.

Mr. Bennett proposed and Mrs. Cole seconded:

"That the Clerk be instructed to apply for Sevenoaks District Council's permission to cut down the tree."

CARRIED unanimously

(k) Petition - Junction Childsbridge Lane, Dynes Road & West End (See Minute 2 (k) KPC/10/07)

The Parish Council received 70 completed questionnaires. The majority of these indicated that a crossing would be beneficial to pedestrians and the results of this survey had been made available to Kent Highway Services. These figures would be reported to the Sevenoaks Joint Transportation Board Committee, which meets on 12th December.

The Clerk was asked to remind Kent Highway Services that the householder at the north west corner of the junction be asked to substantially reduce the hedge, as this was believed to reduce visibility for motorists.

9.05 p.m. [Mr. Dawes returned to the Meeting.]

(l) CCTV (See Minute 4 KPC/09/07)

Mr. Buttifant, Mrs. Cole, Mr. Waters and the Clerk met the Sevenoaks District Council's CCTV Manager and their maintenance contractor on 30th October 2007 to discuss options available to install a CCTV camera in the main car park. Subsequently a quotation for £5,223.60 had been received.

The Council agreed NOT to accept this quotation.

The Clerk was asked to write to Sevenoaks District Council, requesting that Kemsing could be included in their 24hour operated CCTV system, once all the upgrades to the digital technology had been completed.

(m) NHS-Preliminary consent application to open a Pharmacy in Kemsing (See Minute 5 KPC/09/07)

The Parish Council had been invited to present its written comments on this application. Councillors noted a letter dated 12th October from the Kent Primary Care Agency. Mr. Tony Andrews, who could not attend the Meeting, made the following comments which had been circulated at the Meeting:-

- It was thought that a pharmacy in Kemsing would have an adverse affect on the Pharmacy in Otford and would dilute its business, which could result in a great loss.
- Otford Pharmacy currently has two delivery points in Kemsing on a regular basis and no complaints have been received from residents regarding the access to services.
- People are already travelling from the village to other areas where these service are provided.
- The Parish Council is of the opinion that, with a population of 4014, it is very unlikely that this could provide a viable business for the Company.

Mr. Croughton proposed and Mrs. Cole seconded:

"That the Parish Council responds in terms of Mr. Andrews' comments."

CARRIED 10 in favour, 1 abstention (Mr. Rumgay)

9.27 p.m. [Mr. Rumgay left the Meeting]

3. **COMMITTEE AND OFFICER REPORTS**

(a) Planning Committee

Mr. Dawes proposed and Mrs. Cole seconded:

"That the Parish Council approves the Minutes of the Meeting held on 8th October 2007, Reference P/15/2007."

CARRIED unanimously

(b) Planning Committee

Mr. Dawes proposed and Mr. Croughton seconded:

"That the Parish Council approves the Minutes of the Meeting held on 5th November 2007, Reference P/16/2007, with the exclusion of Minute 7."

CARRIED unanimously

9.32 p.m. [Mr. Smith left the Meeting.]

(c) Recreation Grounds Committee

Mrs. Cole proposed:

"That the Parish Council approves the Minutes of the Meeting held on 31st October 2007, Reference RG/27/2007."

CARRIED unanimously

9.35 p.m. [Mr. Smith returned to the Meeting.]

(d) Emergency Services Committee

Mr. Burfield proposed and Mrs. Ross seconded:

"That the Parish Council approves the Minutes of the Meeting held on 7th November 2007, Reference E/29/07."

CARRIED unanimously

(e) Highways Committee

Mr. Bennett proposed and Mr. Smith seconded:

"That the Parish Council approves the Minutes of the Meeting held on 14th November 2007, Reference H/05/07, subject to the following amendment:

In attendance – Mr. Cracker should read Mr. Craker."

CARRIED unanimously

(f) Downland Management Committee

Mr. Bennett proposed and Mr. Burfield seconded:

"That the Parish Council approves the Minutes of the Meeting held on 21st November 2007, Reference DM/05/07."

CARRIED unanimously

(g) Report from Chairman

Mrs. Cole reported that Mr. Waters had recently attended a meeting of the Site Liaison Group of the Greatness Integrated Waste Management Facility. The Group would meet again in June 2008 to check on developments. With regard to air quality management, Sevenoaks District Council was also pleased that the site had only generated less than 50% of the permitted lorry movements.

(h) Reports from Councillors

Mr. Burfield had attended an interesting Meeting of the Kent Association of Local Councils (formerly Kent Association of Parish Councils) recently, when the service delivery received from Kent Highway Services, was discussed. The Parish Councils were asked to identify sites of drains and gullies for KHS to update their database, to ensure effective cleaning thereof. The Annual Audit Fees were also discussed.

5. **ACER TREE - KNAVEWOOD ROAD**

The Council noted that an Acer tree, planted in 1973 by KPC volunteers on the roadside verge belonging to Mrs. Bedwell of Clydach, was decaying and would have to be felled in the interests of Highway and public safety. Subsequently, three quotations were obtained.

After briefly outlining the background, Mr. Dawes proposed and Mrs. Cole seconded: *"That the Parish Council accepts the quotation of £300 to fell the tree as soon as possible."*

CARRIED unanimously

6. **LAND TO THE REAR OF 33,37 & 39 PARK LANE**

In June 1966 the Parish Council gave a personal Licence to the owners of these properties to occupy Council owned land ancillary to their properties for the purpose of a garden. The Council considered a request from Mr. Roy Willmore, owner of No 39 Park Lane, that he is willing to take responsibility for all of the Council owned land, under a new Licence.

Mr. Dawes proposed and Mrs. Cole seconded:

"That Mr. Roy Willmore be granted permission to take over responsibility for all the Parish Council owned land, adjoining the properties of 33,37 and 39 Park Lane."

CARRIED unanimously

[Subsequent to the meeting it is confirmed that this includes No 35.]

7. **SEVENOAKS DISTRICT COUNCIL (SDC) - LOCAL DEVELOPMENT FRAMEWORK - IDENTIFICATION OF SITES WITH DEVELOPMENT POTENTIAL**

A Strategic Housing Land Availability Assessment (SHLAA) is currently undertaken by SDC, which would identify sites with potential for development to meet SDC's housing requirement for the period up to 2026.

It was agreed to refer this item to the Planning Committee for consideration.

8. **JOINT CHURCHYARD MAINTENANCE AGREEMENT**

Mr. Waters declared an interest.

Mr. Bennett declared an interest as being a member on the electoral roll of the Church.

The current Agreement expires at the end of the year and the Council was asked to approve an amended Agreement for another 15 years.

Mr. Burfield proposed and Ms. Hawker seconded:

"That the Parish Council approves the amendments to the Agreement and instruct the Clerk to sign the contract, binding the Parish Council for a further 15 years."

CARRIED unanimously

9. **BUSINESS REQUIRED BY STATUTE**

- 9.1 The Council re-approved the amendments to the Annual Return for 2007/08 due to an internal administrative amendment (See Finance Minutes F/109/07 Item 6).

Mrs. Cole proposed:

"That the Parish Council re-approve the Annual Return for 2007/08 with the amendments."

CARRIED unanimously

10. **QUESTIONS FROM THE PUBLIC & PRESS**

There were no questions from Members of the public and press.

11. **ACCOUNTS FOR PAYMENT**

Mr. Burfield proposed and Ms. Hawker seconded:

"That the Parish Council approves the payment list (Vouchers 222-254,258-260,266,272 &273) and to note the receipts list (Vouchers 255,-257,261-265,267-271)."

CARRIED unanimously

12. **INFORMATION REPORT**

The Information Report was noted and the papers referred to, were laid on the table.

13. **MATTERS TO BE RAISED AT THE NEXT MEETING & GOOD NEWS**

No matters were discussed.

14. **DATES OF NEXT MEETINGS:**

3rd December 2007 : Planning
5th December 2007 : Finance
17th December 2007 : Planning
2nd January 2008 : Planning (Tuesday)
9th January 2008 : Recreation Ground
14th January 2008 : Planning
23rd January 2008 : Parish Council
28th January 2008 : Planning

The Chairman wished everyone a happy Christmas and closed the Meeting at 10.08 p.m.