

KEMSING PARISH COUNCIL

Clerk's Office, St. Edith Hall

Kemsing

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**Minutes of a Meeting of the Parish Council held in the Small Hall, St Edith Hall,
Kemsing on Wednesday 20th July 2005 at 8.00 p.m.**

PRESENT: Councillor MR Cole (in the Chair)
Councillors AC Andrews, DV Bennett, P Burfield, B Buttifant,
G Croughton, B Dawes, PMH Kendall, W Ross, AV Waters

IN ATTENDANCE: Mrs YN Tredoux (Clerk)
2 Members of the Public

APOLOGY: Councillor M Williams

The Chairman welcomed Ms Sue Evans who had agreed to prepare and submit artwork, which could be considered for adoption as a "Parish Council Logo", as part of her university degree course.

Ms Sue Evans was keen to involve the community and had placed questionnaires in the Library and Heritage Centre for residents to complete in order to receive views from local residents on a "Parish Council Logo". The final product would be displayed in the Village Hall and the Library.

The Chairman thanked Ms Sue Evans on behalf of the Council for her work so far.

1. **MINUTES**

The Minutes of the Meeting held on 15th June 2005, reference KPC/06/05, having been previously circulated, have been approved subject to the following amendments:

Item 2 (c): Second Line:

Mr Bennett requested that the second line should read as follows:

"The Reverend Nigel Ashworth"

2. **MATTERS ARISING FROM THE MINUTES**

(a) Affordable Housing (See Minute 2(a))

After enquiries had been made by the Clerk to The Rural Housing Trust, the Council had been advised that The Rural Housing Trust were still waiting for the plans from the Architects. Nothing further to report at this stage.

(b) PCSO - Police Community Support Officer (See Minute 2(b))

The Clerk had contacted Weald and Ightham Parish Councils, to enquire about the possibility of "sharing" a PCSO with Kemsing Parish Council. The Clerks of both Ightham and Weald

Parish Councils confirmed that this item would be discussed at their Council Meetings and that they would report back after a decision had been made.

The Clerk circulated a copy of the Policing Partnership Agreement Document dated April 2005 to all Councillors. Members discussed the Agreement and several concerns were raised, such as statements regarding maternity leave and long-term sick leave on the actual agreement. It was clear from the document that in the event of the PCSO being absent from work for an extended period of time due to sickness or maternity/paternity leave, the funding arrangements as agreed by the partnership will continue throughout the period of absence and that in such circumstances the Chief Constable/Kent Police Authority would be under no obligation to provide a replacement or to provide any other alternative resource. The PCSO could be instructed to cover any other Emergency situation, which might arise in view of the fact that the PCSO would, at all times be employees of the Authority and remain under the direction and control of the Chief Constable.

The general feeling was that there might be a possibility that the Council might find itself in a position where the Council is paying for a service, which it would not receive. Some Members felt that the Council should safeguard the interests of the ratepayers and ensure that money is spend wisely.

Although Mr Croughton shared the concerns of the other Members, he was of the opinion that the Council should think carefully before discarding the matter over a technicality on the Agreement.

Mr Burfield proposed and Mr Croughton seconded:

"That the Council forward negotiations with Seal at a 25 / 75% share, but finding out more actively and considering legal advice before any commitment is made."

CARRIED by 9 in favour, 1 against (Mr Bennett)

(c) Village Facilities (See Minute 2(c))

Mr Dawes prepared a note, which had been circulated to all Councillors and displayed on the Village Notice Boards.

The "working group" that had been set up which included Mr Jim McIntyre, The Reverend Nigel Ashworth, Mr Bob Banister and Mr Bob Dawes, met on 30th June 2005.

The objective of the "working group" would be to re evaluate which is currently available to, and used by the Community with a view to promote the quality of village life by way of the harmonisation and optimum use of its many and varied assets. The institutions and premises to be included would be the Church and Church hall, St Edith Hall, The Sports Pavilion, The School, The Library, The Scout Hut, St Edith Club and Tennis Club. The purpose of the Group was to seek the views of those currently responsible for the organisation and control of these properties, to pursue their thoughts as to the current benefits, operational constraints and long term aspirations.

Parishioners were invited to comment on the note prepared by Mr Dawes.

(d) Land at Childsbridge Lane (See Minute 2(d))

Nothing further to report.

(e) Recycling Facilities (See Minute 4 KPC/02/05)

The Clerk wrote to Sevenoaks District Council and enquired whether a site visit could be arranged. The Council had a response from the Recycling Co-ordinator from Sevenoaks District Council. The Aylesford Newsprint paper bank on site could not be replaced by a smaller unit due to the volume of paper that came to that site, and a smaller bank would require more frequent visits, and that was not possible at this time.

The options were to leave the paper bank as is, or to remove it altogether. Removal would not be a problem from a recycling point of view, as people could put their paper in the clear sacks they use at home. Aylesford Newsprint donates a percentage of the proceeds to the Great Ormond Street Hospital.

Members discussed the options and it was decided that Mrs Ross would monitor the use of the paper bank and report back at the next meeting, and that a site meeting would be arranged with the Recycling Co-ordinator to identify a favourable site, which could be used for recycling facilities.

3. **REQUEST FROM HALL MANAGEMENT COMMITTEE FOR FUNDING ST EDITH HALL MEETING ROOM**

The redevelopment of the original Kitchen and Reading Room into a new Meeting room had been agreed by the St. Edith Hall Management Committee. The work would involve a new entrance from the Main entrance Lobby between the Ladies toilets and the Green Room. The room itself would need improved lighting together with better sound and heat insulation. Provisional estimates indicated a cost of between £20,000 - £40,000.

The Committee wished to find external funds to support such a project, however, before such funds could be secured, proper plans needed to be produced for submission. The costs involved for this could not be recovered from subsequent funding.

The Committee requested the Council to provide a sum of up to £4,000 to obtain professional help in drawing up full plans and costing to submit in its request for external funding.

After a brief discussion, Mr Croughton proposed and Mrs Ross seconded:
"That the Council agree to earmark £4000,00 in supporting the SEHMC to obtain professional help in drawing up full plans for the project."

CARRIED by 5 in favour, 5 abstentions (Members of the SEHMC)

4. **St. EDITH CLUB**

Mr Kendall reported that the St Edith Club and the St Edith Hall Management Committee have agreed the joint report, which had previously been distributed to all Councillors for information, to be released.

Mr Bennett asked the Finance Committee Chairman whether he could give a breakdown of all the legal expenses paid to date. Mr Burfield reported the following:

10/02/2005 : £2,609-56
13/05/2005 : £1,518-75
13/06/2005 : £2,558-50

After some discussion Mr Waters proposed and Mr Dawes seconded:
"That the Council accepts the statement as amended by Mr Kendall which had been received by Councillors."

JOINT STATEMENT FROM THE ST EDITH HALL MANAGEMENT COMMITTEE AND THE ST EDITH CLUB

Agreement has now been reached between the St Edith Club (The Club) and the Kemsing Parish Council (K.P.C.), and the St Edith Hall Management Committee (H.M.C.) on the situation regarding the Original Club Room, which for many years has been used exclusively by the Club, and which forms part of the St Edith Hall complex. As from 5th April 2005, the Club possesses a lease on the Original Club

Room and will pay an annual rental of £1,500 for a period of three years. During that time, the Club and the H.M.C. will enter into negotiations with a view to a consolidation of the lease on the Original Club Room with the lease that exists on the remaining rooms occupied by the Club to the East.

In the absence of the parties reaching a binding agreement within two and a half years of the 5th April 2005, the matter shall go to independent arbitration. If the parties cannot agree on an arbitrator then a surveyor shall be appointed by the Royal Institute of Chartered Surveyors. The surveyor will determine what would be a fair and reasonable rent for such a consolidated lease, or what a fair and reasonable rent would be for the separate continuation of the lease on the Original Club Room alone. The Club retains the right as to which of these two options it wishes to take up.

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Councillors discussed a letter dated 7th July 2005 received from Mr Don Eley, which had previously been circulated to all Members.

It was felt that the Report prepared by Mr Kendall, would answer the questions to the letter.

Mr Bennett proposed and Mr Waters seconded:

"That the Council record it's appreciation to all people involved with the dealings with the St Edith Club and to thank them for their hard work."

CARRIED by 7 in favour, 3 abstaining

5. **COMMITTEE & OFFICER REPORTS**

(a) Emergency Services Committee

Mr Burfield asked the Council to note the Report (already circulated) of the Meeting held on 22nd June 2005. Councillors requested copies of the Emergency Services Hotline Operator list, and it was agreed that the list would be circulated with the Minutes.

(b) Planning Committee

Mr Dawes proposed and Mr Croughton seconded:

"That the Council approves the Minutes (already circulated) of the Meeting held on 27th June 2005, Reference P/9/2005."

CARRIED unanimously

Mr Dawes drew attention to Minute 2(f) and 3(a). Mr Dawes outlined the history of The Chicken Farm, and Childsbridge Farm. Mr Andrews agreed with Mr Dawes that pressure is likely to be increased on District Councils to make land available for "Affordable Housing".

Planning Committee Members expressed their concern in relation to the conduct of the Childsbridge Lane application and particularly the lack of follow-up consultation. However, it is understood that the site falls entirely within the boundaries of Seal Parish who were favourable to the application. It follows that any views expressed by Kemsing Parish Council will have carried little weight.

Mr Croughton expressed his concern and said that he was extremely unhappy with the way the application had been dealt with by SDC and he felt that the Parish Council's view should be placed on record with SDC.

Mr Dawes proposed and Mr Croughton seconded:

"That the matter be referred to the Planning Committee to decide whether the Council should write to SDC, expressing its concern."

CARRIED unanimously

Mr Andrews proposed and Mrs Cole seconded:

"That the Council approves the Minutes (already circulated) of the Meeting held on 11th July 2005, Reference P/10/2005".

CARRIED unanimously

(c) Finance Committee

Mr Burfield proposed and Mr Andrews seconded:

"That the Council approves the Minutes (already circulated) of the Meeting held on 8th June 2005, Ref F/102/05".

CARRIED unanimously

(d) Any other Reports by Officers

(i) Opening Hours (The Wheatsheaf and The Bell)

Mrs Cole referred to the variation of Licences that had been applied for by the two Public Houses and also referred to the letter received from The St Edith Club, which indicated their reason for the extension of opening hours.

The Chairman invited Mr Bob Banister to address the Council. Mr Banister had great concerns and asked the Parish Council to oppose the extension of opening hours. Mr Dawes said that he had attended a seminar and that Parish Council's had been informed of the Licensing changes, but were not part of the consultation process.

Mr Andrews proposed and Waters seconded:

"That the Council opposes the extension of the hours of all the Pubs in Kemsing and that a letter and information would be sent to residents within a 200 metre radius of the Pubs, to notify them of this decision."

CARRIED by all in favour

(ii) Jubilee Footpath

A Memorandum dated 15th July 2005 had been received from the Kemsing Heritage Centre and circulated to Members, which advised that Mrs Erica Cole had located the fence up to the Old Forge but that there was no visible trace after this.

Mr Dawes asked the Council to note that Mr Wren stated that the "kissing gate" had been missing for the last five years.

(iii) Re-development of the Youth Hostel Site

A letter had been received from the Kemsing Heritage Centre dated 15th July 2005, which had been circulated to Members in which they asked the Council to record its regret at the imminent closure of the Youth Hostel in Kemsing.

This closure would be a loss to the village in many ways, especially for walkers following the North Downs Way and the Pilgrims Way. Visitors had been made aware of the village by

giving talks to hostellers and visiting school parties on the history, wildlife and Nature Reserve.

It was understood from the YHA that there was no intention to replace the Kemsing Centre with any modern hostel accommodation in an area of outstanding natural beauty in West Kent.

In response to the Planning application for development of the site, the Planning Committee's representation to the District Council cannot include aspects such as these mentioned above.

After a brief discussion Mrs Cole proposed:

"That the Clerk should write to the YHA, expressing the Council's regret of the closing down of the hostel."

CARRIED by 6 in favour, 4 abstaining

(iv) Letter from Mrs Springall

The Council received a letter dated 15th July 2005 from Mrs Springall, which had been previously circulated to Councillors. In her letter, Mrs Springall referred to the inestimable value of CCTV cameras to the police in the recent London bombings and said that she hoped that this subject could continue to feature on agendas in the near future.

Mr Burfield said that this showed again that the complexity of the "manning" of these cameras to cover 365 days per year, 24 hours a day.

Mr Waters referred to a newspaper article (Sevenoaks Chronicle dated 14th July 2005). Sevenoaks District Council's CCTV system had 91 cameras covering priority areas in Sevenoaks, Westerham, Edenbridge, Swanley and New Ash Green. Operated and paid for by Sevenoaks District Council, together with some funding from Kent Police, the network is manned 24 hours a day, 365 days a year by trained and highly skilled staff.

Mr Waters asked whether the Parish Council could approach Sevenoaks District Council to enquire whether Kemsing could be included in this system.

After a brief discussion the Council agreed to thank Mrs Springall for this observation.

[21h40 PC Wilkinson arrived at the meeting.]

The Chairman welcomed PC Wilkinson who introduced himself and he briefly reported on the Police Surgery he held in the Library on the 2nd July 2005 when four Residents attended the Police Surgery. PC Wilkinson also mentioned a few problems with youths in the Village, particularly on the Common Field, but said that he was keeping a watchful eye on the youths involved.

Mrs Cole expressed the Council's thanks to PC Wilkinson for the good job he is doing in the Village.

[PC Wilkinson left the meeting at 21h50.]

(v) Otford Railway Station: Proposed reduction in opening hours

Mr Croughton reported that the Council received notice of a proposed reduction in opening hours of the Otford Railway Station Ticket Office.

Mr Croughton reported that the closing date for appeals had been on the 20th July 2005, but a letter had been sent to The Rail Passengers Council dated 18th July 2005, expressing the Council's concern over the reduction in opening hours.

Mr Croughton promised to keep the Council informed of any developments.

6. **BUSINESS REQUIRED BY STATUTE**

(a) Appointment of Clerk

The Council had been asked to approve the recommendation from Councillors Andrews, Burfield, Cole, Croughton and Kendall, that Mrs. Yolanda Tredoux was confirmed as a permanent member of staff, with effect from 1st June 2005.

Mr Croughton proposed and Mr Andrews seconded:

"That the Council confirm Mrs Yolanda Tredoux as a permanent member of staff, with effect from 1st June 2005".

CARRIED unanimously

(b) Review of charge for the provision of Council and Committee Agendas and Minutes.

The cost currently is £6.50 per annum for Minutes posted and £2.50 per annum for Minutes collected from the office.

Members were asked to review the charges and Mr Croughton proposed and Mr Buttifant seconded:

"That the charges for Council Agendas and Minutes be amended as follows:

Posted - increase from £6,50 to £7,00 per annum

Collected - remains £2,50 per annum."

CARRIED by 7 in favour, 2 abstentions and 1 against (Mr Dawes)

7. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

Mr Eley asked the Council when the Public would be informed about the negotiations between the St Edith Club, St Edith Hall Management Committee and the Parish Council. Mr Eley had been advised that a report, which had been agreed by the St Edith Club and Kemsing Parish Council, would be made available in the next few days.

8. **INFORMATION REPORT**

The Council received the Information Report, which had been previously circulated, and all the papers referred to, were laid on the table.

9. **ACCOUNTS FOR PAYMENT**

Mr Burfield proposed and Mr Croughton seconded:

"That the Council approves the list of payments Vouchers 89 - 118 and to note the list of receipts Vouchers 88 and 90."

CARRIED unanimously

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

Mr Dawes reported that some 145 school children visited Kemsing. The visits had been spread over a few days, and the children spent time in the Kemsing Heritage Centre and walks through the Village. Mr Dawes and Mr Buttifant held talks with the children.

Mr Buttifant invited Councillors to a VJ Day commemoration tea on the 21st August 2005 at 15h45, to be held at The Kemsing Heritage Centre.

The Chairman proposed the exclusion of the Public and the Press.

Minutes of the Closed Session would be circulated under separate cover.

11. **DATES OF MEETINGS**

25 July 2005: Planning

8 August 2005: Planning

10 August 2005:Downland Management

17 August 2005:Parish Council

22 August 2005:Planning

31 August 2005:Highways

The meeting closed at 22h20

Yolanda Tredoux
Clerk to the Council

The Press and the Public have been excluded for the following items:

Staff Salaries:

Mr Burfield reported that the staff appraisals had taken place on the 20th June 2005 with the Deputy Clerk and on the 1st July 2005 with the Clerk. The group that had been appointed were all satisfied with the work of both clerks. Mr Burfield proposed and Mr Croughton seconded:

"That the Deputy Clerk's salary be increased to £8-40 per hour, backdated from 1st April 2005, until the next review is due on the 1st April 2006, and that the Clerk's salary be increased to £9,40 per hour, backdated to 1st June 2005. A second review will be done and should the group be more satisfied with the experience of the Clerk, it is proposed to increase the rate to £9-70 per hour as from the 1st December 2005, until the next annual appraisal was due in on 1st April 2006."

CARRIED by all in favour

Sale of Allotment Land - Fairfield Close:

The Council received a letter from Mrs Donegan dated 15th July 2005.

The Council had agreed a policy for the use of the Capital Fund.

Mr Burfield informed the Council that it is costing the Parish Council approximately £300-00 per year to maintain that land.

10h25

Mrs Cole extended the Meeting for another 10 minutes and after discussion it was agreed that a reply would be formulated in response to Mrs Donegan's letter, following research into events surrounding the sale of allotment land.

The Meeting closed at 10h35.

20th July 2005