

KEMSING PARISH COUNCIL

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**Minutes of a meeting of the Parish Council held in the Small Hall,
St. Edith Hall, Kemsing, on Wednesday, 19th April 2017 at 7.30 p.m.**

PRESENT: Mrs. M. Cole (in the Chair)
Mr. A. Andrews, Mr. D. Bennett, Mr. P. Burfield, Mr. B. Buttifant, Mr. P. Dillon,
Mr. P. Eaton, Mr. R. Lang, Mrs. M. Robarts, Dr. P. Walker, Mrs. R. Wedderburn-Day

IN ATTENDANCE: 3 Members of the Public
District Councillor Mr. S. Reay
Mrs. Y. Tredoux (Clerk)

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Mr. Dawes and Mr. Hudson.

2. **DECLARATIONS OF INTERESTS**

There were no declarations of interest.

3. **DISTRICT COUNCILLORS REPORTS**

(a) Post Office at Dynes Road

Post Office Limited had advised Mr. Reay that the application for a reduced hour contract had been rejected. The Postmaster had resigned resulting in the termination of the Post Office services taking effect in July 2017. Post Office Limited had confirmed that another local business was interested in taking on the services but no further details were available.

(b) Planning proposal for 225 dwellings on the land opposite Kemsing Library, West End

Mr. Reay had received numerous enquiries from concerned residents after a notice announcing the construction of some 225 houses on the site had appeared on a telegraph pole opposite the Kemsing Library. Mr. Reay had subsequently referred the matter to the Sevenoaks District Council's (SDC) Planning Department who had not received a formal planning application. The potentially illegally placed notice contained the landowners' personal information and this was currently being investigated. The site lies within an ancient woodland and is in an Area of Outstanding Natural Beauty and lies partly within the Metropolitan Green Belt. It had been identified as potential development land during the recent "Call for Sites" project launched by SDC. Mrs. Cole thanked Mr. Reay for his report.

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

There were no questions from the public.

5. **MINUTES**

Mrs. Cole proposed:

"That the Parish Council approves the minutes of the meeting held on 15th March 2017, Ref KPC/03/2017."

CARRIED unanimously

6. **MATTERS ARISING FROM THE PREVIOUS MINUTES**

(a) Park Lane Nature Reserve Area & Fairfield Close Area (Minute 2(b) KPC/03/2017)

No further update was available.

(b) Cabinet housing the electricity supply and meter for tennis court car park lights (See Minute 6(d) KPC/03/2017)

Mr. Burfield had received a quotation to bring the equipment up to date and to meet current standards. The quotation for to supply and replace the old isolator and timer was £412 (VAT not included).

Mrs. Cole suggested the Parish Council obtained a timer elsewhere which might be more cost effective. Mr. Burfield would look into this further.

Mr. Burfield proposed, seconded by Mrs. Cole:

“That the Parish Council accepts the quotation for upgrading the electrical supply for the tennis court car park lights, to the value of £412 (Excluding VAT).”

CARRIED unanimously

(c) Unauthorised encampment at Nightingale Road Recreation Ground and site security at all Parish Council owned land (Minute 6(e) KPC/03/2017)

Mrs. Cole asked when the sign ordered from Royal British Legion would be available.

- *The Clerk would make enquiries.*

Confirmation of the specific utility locations was still awaited from all but one of the utility companies. Thames Water specially asked to be supplied with a detailed map of the area. The Clerk was unsure as to whether the land registry maps held by the Parish Council may be photo copied for this purpose.

The Clerk had been made aware of a company providing a service (cost £99). The company would contact, on behalf of a customer, all utility companies in the area to conduct a service location search. Detailed maps and location of services are guaranteed within 12 days from the date of the request.

- *Members considered this information and AGREED not to pay for this service.*

Instead, it was suggested the Clerk provide the utility companies with a copy of the land registry map of the area but Mr. Burfield said that he would be able to provide an electronic copy of a map used by the former Emergency Services Committee. The Council confirmed that the Clerk should use the map provided by Mr. Burfield.

(d) Common Field Recreation Ground Trust (Minute 6(f) KPC/03/2017)

The Clerk wrote to the Brokers to confirm that the dividend cheques could not be deposited and that these would subsequently be returned. A request for all dividends to be paid electronically into the Trust's bank account was made. A response was awaited.

(e) Request for a memorial to SGT Pilot Jack Hammerton (Minute 6(g) KPC/03/2017)

The Parish Council's Insurance Company confirmed that it is possible to include the memorial stone with the Parish Council's War Memorials (Property damage and Public liability cover), providing

- (i) the value of both items did not exceed the current insured value on the policy and
- (ii) the Parish Council takes ownership of the memorial.

Councillors AGREED that the War Memorial insured value of £75,000 would cover both memorials. Although the Parish Council was content in taking on ownership of the item and for it to be included with the Parish Council's insurance, the Parish Council was not prepared to take over the maintenance responsibility.

7.50 p.m. The meeting was adjourned to allow for public speaking.

A representative from the Shoreham Aircraft Museum confirmed that the Museum would not object to transferring ownership of the memorial stone to the Parish Council; neither would the Museum be opposed to retain responsibility for its maintenance.

7.55 p.m. The meeting was re-convened.

- *RESOLVED: The Parish Council agrees, in principle and subject to receiving a written undertaking from the Shoreham Aircraft Museum that, for as long as the Museum is in existence, the maintenance responsibility remains with the Museum, to*
 - (i) formally accept transfer of ownership of the memorial stone to the Parish Council and*

- (ii) include the stone on the Parish Council's asset register and*
- (iii) include the stone with the Parish Council's public liability and property liability insurance.*

(f) Interactive speed warning sign at Childsbridge Lane, Kemsing (Minute 6(h) KPC/03/2017)
This matter had been deferred until May 2017.

(g) Bus shelter at Greenlands Road and oil leakage on the road (Minute 6 (i) KPC/02/2017)
The Environment Agency required photographic evidence showing contamination of the watercourse.
RESOLVED: No further action required.

(h) Dynes Road Post Office (Minute 9 KPC/03/2017)
Post Office Limited had confirmed in a letter dated 4th April 2017 that the Post Master's application for a reduction in Post Office opening hours had been declined. [Please see Item 3(a)].

(i) Small Business Rate Relief (Minute 10 KPC/03/2017)
During a telephone conversation with SDC the Clerk was informed that a business owner could only make an application for small business rate relief on one business property. Subsequently an application was made for rate relief on the public conveniences, however the Clerk queried this with the Chairman who confirmed that SDC's letter was not consistent with the verbal advice given. Mr. Burfield had read the information online which indicated that there was no limit on the number of business premises for which rate relief could be applied for.
➤ *RESOLVED: The Clerk was instructed to fill in an application for business rate relief for the village car park as well.*

(j) Parish Councillor review of leave of absence (Minute 15 KPC/03/2017)
A reply from Mr. Dawes was noted.

Mr. Eaton asked if the Parish Council would consider holding Planning Committee meetings during the day. The Planning Committee meets every other Monday evening and the number of Councillors serving on the Planning Committee was limited.

- *This would be reviewed at the Annual General Meeting of the Parish Council in May.*

(k) Annual Parish Meeting (Minute 18 KPC/03/2017)
The draft minutes of the meeting was noted.

The following requests were considered:

20mph Speed Limit request

At the Annual Parish Meeting it was agreed to refer the matter to the Parish Council for further consideration. Members considered a written report and subsequent proposal from Mr. Bennett.

Mr. Bennett's report stated that although the responsibility for roads lies with Kent County Council (who have categorically rejected the 20mph speed limit for Pilgrims Way), there remains a desire for such a limit, as expressed by many of the Pilgrims Way residents, however, it is not clear which percentage of Kemsing residents supports such a proposal. Moreover, there appears to be an aspiration for reducing the speed limit in other parts of Kemsing. Mr. Bennett is recommending that the Parish Council finds out what the majority of electors think about introducing 20mph speed limits and paying for it.

A discussion ensued followed by Mr. Bennett proposing, seconded by Mr. Andrews:

"That a Working Group be appointed with terms of reference as follows:

- a) to obtain from Kent County Council or other impartial sources estimates of the costs of implementing various proposals for 20mph speed limits in the village of Kemsing;*

b) if the Group considers it appropriate, to obtain advice from impartial sources on conducting opinion surveys;

(c) to devise and recommend to the Council proposal for a questionnaire to ascertain the view of all the electors of Kemsing on the desirability of 20mph speed limits in the village and their willingness to pay the cost of implementation through Parish Council funding;

(d) if the Group's proposals be agreed by the Council, to arrange the conduct of the opinion survey and summarise responses for the Council;

(e) that the Working Group should comprise 5 Councillors with the Clerk as support;

The following Councillors volunteered to join the Group {Mr. Andrews, Mr. Bennett, Mr. Buttifant, Mrs. Robarts, Dr. Walker and Mrs. Wedderburn-Day}

CARRIED 9 in favour, 2 abstentions

On-street parking at Pilgrims Way Cottages

The Parish Council considered a written request from a resident to create off road parking spaces in front of the Pilgrims Way Cottages. Requests for assistance had been made to West Kent Housing and Kent County Council; both institutions were unable to pursue the matter.

Following a detailed discussion, and although sympathetic to the request, Members concluded that the Parish Council was not able to advance the request. It was a complex matter, particularly as to the ownership of the land. District Councillor Mr. Reay offered advice and said that the first step would be for the resident/s to submit a formal planning application to SDC to establish the feasibility of such a proposal in the first instance.

➤ *The Clerk would advise the resident accordingly.*

(l) Footpath at the bottom of Dynes Road leading to Nightingale Road Recreation Ground (Minute 17(a) KPC/03/2017)

The matter had been resolved as the fly tipped items had been left on land owned by SDC who had made arrangements for clearing it.

(m) Fly tipping on the Kemsing Downs Nature Reserve (Minute 16(b) KPC/03/2017)

Sevenoaks District Council quoted £160 (VAT not included) to remove the fly tipped items from the Reserve.

Mr. Bennett proposed, seconded by Mrs. Cole:

"That the Parish Council accepts the quotation of £160 to clear the items."

CARRIED unanimously

Mr. Andrews had noticed similar items being dumped on land owned by St. Clere.

(n) Photocopier lease (See Minute 7(j) KPC/01/2017)

The Clerk had been advised that in order to "cleanse" or "remove" the data stored on the old photocopier (which is to be removed when the new device is delivered), would incur a cost of £195 ("Data Cleansing"/ "Full Machine Sanitation") and £295 ("Hard Drive Removal"). A "standard" basic cleanse would be done automatically on site when the device was removed.

The Clerk explained that a certificate to confirm that a special sanitation request had been made is issued for the paid for services above, but not for the "standard" cleanse.

➤ *RESOLVED: The Parish Council AGREED not to buy into the additional paid for services and Councillors AGREED that the "standard" basic cleanse at no charge was sufficient.*

8.30 p.m. Mr Reay left the meeting.

7. **BUS TIME TABLE CHANGES**

A written report by Mr. G. Croughton was tabled at the meeting. Mr. Croughton explained the recent time table changes introduced by Arriva for the 452 service which started on 2nd April and additional Monday to Friday services introduced by Go Coach on the same day. It has to be noted that it would appear that all Go Coach services are commercially operated whilst Arriva services are being subsidised. The busses also run very similar time tables which sometimes caused the bus drivers great difficulty in manoeuvring the vehicles. Mr. Croughton suggested the Parish Council considers writing to KCC's Public Transportation Section asking what they were prepared to do about this.

Mrs. Cole proposed:

"That the Parish Council writes to KCC's Public Transportation Section asking for clarification on the current situation of the 452 service."

CARRIED unanimously

8. **VILLAGE NOTICE BOARD AT HEAVERHAM**

The wooden notice board is in a very poor condition and leaning. Councillors were asked to (i) remove the notice board permanently or (ii) replace the notice board with a new one.

RESOLVED: *The Clerk was instructed to make arrangements for the removal of the notice board.*

A full review of all Parish Council owned notice boards was due to take place last year, but was delayed and would be done this year. During the review the Council would consider replacing the notice board at Heaverham.

9. **DOG FOULING**

Correspondence received from four residents regarding issues with dog fouling was noted.

Mrs. Cole had discussed the issue with SDC's Animal Welfare Officer who agreed to provide the Parish Council with 6 metal notices. The Welfare Officer confirmed that they had visited Kemsing, in particular school alley, in October 2016 when they used chalk stencils to mark affected areas on the footpath. This had also been done elsewhere. The chalk remains on the ground for a couple of months, highlighting areas where dog excrement was present.

Members agreed that it was a very difficult issue to address and that the Parish Council was powerless to stop the practice of a few irresponsible dog owners choosing not to clear up after their dogs.

Mrs. Cole suggested the Parish Council approached the Otford Medical Practice to seek permission to place a metal notice on the brick wall, adjacent to school alley. Notices would also be placed at the both footpath entrances leading off the village car park.

➤ *This was AGREED.*

10. **REQUEST FOR A DOUBLE YELLOW LINE AT JUNCTION WITH WEST END/ST. EDITH ROAD**

Dr. Walker reported that an accident occurred at this junction recently where a vehicle had been written off following the crash. This was due to the "blind" bend at the junction. Vehicles traveling Eastward have to travel on the wrong side of the road, not knowing when a vehicle is exiting St. Edith Road. Dr. Walker suggested the introduction of double yellow lines from the horse trough to the zig zag lines in front of the school entrance.

➤ **RESOLVED:** *The Clerk was instructed to make a request to Kent Highway Services for installing double yellow lines from the horse trough Westward to the zig zag lines to prohibit parking in this area with a view to prevent another accident.*

11. **DONATIONS & SUBSCRIPTIONS**

(a) North and West Kent Citizens Advice Bureau

Dr. Walker proposed, seconded by Mr. Eaton:

"That the Parish Council makes a financial contribution of £200 to the North and West Kent Citizens Advice Bureau."

CARRIED 10 in favour, 1 abstention

- (b) Kent Association of Local Councils
Mr. Eaton proposed, seconded by Dr. Walker:
“That the Parish Council renews the annual subscription of £1,188-68 (Excluding VAT).”
CARRIED unanimously
12. **ACCOUNTS FOR PAYMENT**
Mr. Eaton proposed, seconded by Dr. Walker:
“That the Parish Council approves the list of payments (Vouchers 247 to 265 and Payment 1 and Payment 2 list as circulated) and to note list of receipts and bank transfers as circulated.”
CARRIED unanimously
13. **COMMITTEE REPORTS**
- (a) Planning Committee
Mr. Andrews proposed, seconded by Mrs. Cole:
“That the Parish Council notes the minutes of the meetings held on 13th March 2017, Ref No P/04/2017 and 27th March 2017, Ref No P/05/2017.”
CARRIED unanimously
- (b) Recreation Grounds Committee
Dr. Walker proposed, seconded by Mrs. Wedderburn-Day:
“That the Parish Council notes the minutes of the meeting held on 29th March 2017, Ref No RG/02/2017.”
CARRIED unanimously
- Mrs. Wedderburn-Day noticed a swing put up in a tree at the Northern end of the Common Field Recreation Ground, and expressed concern that it should be removed. Mr. Burfield had also noticed it. Dr. Walker shared Mrs. Wedderburn-Day’s concerns.
- *The Clerk was asked to contact the local gardening contractors to ask if they could remove the swing.*
14. **CONSULTATIONS**
There were no consultations.
15. **INFORMATION REPORTS**
- (a) Chairman’s Report
There was an unauthorised encampment on land owned by Sevenoaks District Council.
- (b) Reports from Councillors
Mrs. Wedderburn-Day had obtained “no fire” notices to be displayed at Green Hill and the Kemsing Downs Nature Reserve as discussed at a recent Downland Management Committee meeting.
- Mr. Buttifant reported that KCC had received £2.4m to fill potholes.
- (c) Publications for information
- * Campaign to Protect Rural England (Kent Voice and Countryside Voice Magazines)
 - * Society of Local Council Clerks (The Clerk Magazine)
 - * Kent Wildlife Trust (Wild Kent Magazine)
 - * Clerk and Councils Direct Magazine
16. **MATTERS TO BE RAISED AT THE NEXT MEETING & GOOD NEWS**
- (a) Oxenhill Shaw Committee
A request for a donation to fund an “information day” was received today and would be considered at the next meeting.

Mr. Dillon asked if the Parish Council has considered wayleave payments as discussed at the last Downland Management Committee meeting.

This would be considered further at the next Downland Management Committee meeting as agreed.

17. **DATE OF NEXT MEETING**

Wednesday, 17th May 2017

The meeting closed at 9.00 p.m.

Signed by Chairman : Date: