

HALSTEAD PARISH COUNCIL

MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON MONDAY 14 SEPTEMBER 2009 AT 19.45 IN THE PAVILION, STATION ROAD, HALSTEAD

PRESENT: Cllr. David Taylor, Chairman of Council
Cllr. Jeff Baldwin
Cllr. Tony Bent
Cllr. Barrie Blundell
Cllr. Brooker, Vice Chairman of Council
Clr. Karen Grosvenor

IN ATTENDANCE: Clerk, District Cllr. John Grint, District Cllr Gary Williamson, Chief Inspector David Cooper (for part of the meeting), PCSO Nick Barker (for part of the meeting) 8 parishioners

The Chairman opened the meeting at 19.45 by introducing Chief Inspector David Cooper who then took questions from parishioners.

The meeting convened for business at 20.22

1 **APOLOGIES** were received from Cllr. Halliday who was on holiday.
Councillors signed the Attendance Register

2 **DECLARATIONS OF INTEREST ON AGENDA ITEMS**

Cllr. Blundell declared a Personal and Prejudicial Interest in item 7 Clerk's Report, references to Halstead Place School development, he lives opposite the site.

Cllr. Brooker declared a Personal Interest in item 4.4.3 Redecoration Parish Room, he knows Mr Sully and a Personal & Prejudicial Interest in item 9.3 Longlands, he knows the owners well.

Cllr. Baldwin declared a Personal & Prejudicial Interest in item 4.4.2 S137 payment to Halstead Scouts, his son is scout leader and his wife on the committee and a Personal Interest in item 8 Fort Halstead, he was once employed on the site.

Cllr. Taylor declared a Personal & Prejudicial Interest in item 9.3 Longlands, he knows the owners well.

Cllr. Bent declared a Personal & Prejudicial Interest in item 9.2 Emiton, this is a neighbouring property.

3 **RESOLVED: The Minutes of the Parish Council Meeting of Council held on Monday 10 August 2009 were Approved and Signed as a True Record**

4 **FINANCE**

4.1 **RESOLVED: That the Accounts as itemised be paid**

Proposed by **Cllr. Brooker seconded by Cllr. Blundell**, carried unanimously

Payments include VAT where relevant.

CQ865	BT		£ 107.26
CQ866	British Gas - Parish Room	£ 82.22	
CQ866	British Gas - Pavilion	<u>£ 58.86</u>	£ 141.08
CQ867	Priory Print & Stationery		£ 82.63
CQ868	Playsafety Ltd - RoSPA inspection & report		£ 79.35
CQ869	Mr Print - newsletters		£ 156.00
CQ870	Cllr. Taylor, Chairman's quarterly telephone allowance		£ 30.00
CQ871	SLCC-CiLCA Management: Well Being		£ 15.00
CQ872	Sevenoaks Pressure Cleaning Services, play area surface		£ 275.00
CQ873	KALC Finance Day		£ 138.00
CQ877	St Margaret's Church, hire of the North Room		£ 50.00
CQ874	SDC Refuse collection 28/7/09-6/9/09		£ 52.27
CQ875	Thames Water Parish Room	£ 34.09	
CQ875	Thames Water Pavilion	<u>£ 64.49</u>	£ 98.58
CQ876	<u>Clerks expenses incurred while carrying out her duties:</u>		
	Internet, monthly allowance	£ 16.66	
	Postage	£ 14.67	
	Postage Newsletters	£ 39.90	
	Mileage: 1 x Ditto Sevenoaks @ 11;		
	4 x Bank @11; 1 x GSG @ 6 = 61	£ 24.40	
	Quarterly office allowance July-September	£ 40.00	
	Quarterly computer deprec. July-September	£ 30.00	
	Stationery	£ 10.75	
	1&1 Internet	<u>£ 34.43</u>	£ 210.81
CQ880	HM Customs & Excise		£ 835.38

DD	EDF Pavilion	£ 29.00	
DD	EDF Parish Room	<u>£ 19.00</u>	<u>£ 48.00</u>
	Salary payments:		
CQ881	Mrs King Scott, Clerk		
CQ879	Mrs Bashford, cleaner		
CQ878	Miss Turner, cleaner		
	TOTAL PAYMENTS as at 14 September 2009		£3407.52
	The cheques were signed at the close of business by Cllrs. Brooker and Grosvenor.		

4.2 Receipts:

V946	Summers, Pavilion (Inv 40)	£ 43.75
V946	Baldwin, Parish Room (Inv 22&23)	£ 140.63
V947	Halstead Concert Band, Pavilion (Inv 41)	£ 187.50
V948	Rose & Crown, donation flower beds	£ 153.00
V949	Houssein, Pavilion (Inv 45)	£ 137.50
V949	Crump, Parish Room (Inv 46)	£ 62.50
V949	Lewis, Parish Room (Inv 40)	£ 65.63
BACS	VAT repayment April - June 2009	£ 451.50
V950	Football Club, 50% licence fee 2008-09	£ 450.00
V951	Cricket Club Licence fee 2009 season	£ 945.00
SO	The Kent Pub/Rose & Crown - sponsorship flower beds	£ <u>25.00</u>
	TOTAL RECEIPTS as at 14 September 2009	£2662.01

4.3 **RESOLVED: The Minutes of the Finance Committee held on Wednesday 26 August 2009 were Approved and Signed as a True Record**

4.4 Recommendations from the Finance Committee

4.4.1 Cllr. Blundell proposed that a S137 payment for £100 be made to The Kenward Trust, seconded by Cllr. Bent, carried.

Resolved: that a S137 payment for £100 should be made to The Kenward Trust.

20.32 Cllr. Baldwin left the meeting and the building.

4.4.2 Cllr. Bent proposed that a S137 payment for £300 be made to Halstead Scouts for the purchase of a storage unit, seconded by Cllr. Grosvenor, carried.

Resolved: that a S137 payment for £300 should be made to Halstead Scouts.

20.34 Cllr. Baldwin rejoined the meeting.

4.4.3 Exterior redecoration to the Parish Room.

Two sets of quotations had been opened at the Finance Committee these were from Mr Graham Brookes, total quotation £14,520 and Mr Michael Sully, total quotation £11,100.

Discussion took place on whether to have the entire building decorated at this time or whether to phase the work over a longer period of time selecting certain areas of the facade in turn.

Cllr. Brooker proposed, seconded by Cllr. Bent that the entire work be carried out at one time, carried unanimously.

It was therefore **Resolved** that the work should start as soon as possible and continue until completed.

Cllr. Grosvenor proposed that Mr Sully's quotation should be accepted, seconded by Cllr. Bent, carried unanimously.

Resolved: that Mr Sully's quotation to redecorate the exterior of the Parish Room for the sum of £11,100 should be accepted.

4.4.4 Car Park Lighting

Quotations had been received from Mr David Rodgers and Mr Steve Boorer.

Discussion took place on whether the proposed installation of bollard lighting and the repair work to the entrance should be carried out at the same time. It was agreed that this would be practicable.

The Clerk had approached County Cllr. Richard Parry for a grant for the lighting, this has been acknowledged but nothing further to report. It was **Resolved** the Clerk will action again. **Agenda item October meeting**

4.4.5 Car Park entry

Quotations received from Sevenoaks Services of Dubrik Depot and LA Landscapes - **Agenda item October meeting.**

4.4.6 It was proposed by Cllr. Blundell, seconded by Cllr. Bent that the Clerk write to Mr Copple of Widmore House Farm to ask if he will cut his hedges which are on the boundary of the Recreation Ground, carried unanimously.

Resolved: The Clerk will write to Mr Copple concerning cutting his hedges.

5 POLICING

5.1 PCSO Joint Parish Councils' meeting held in August.

A previously circulated report was **noted.**

It had been agreed that PCSO Barker would pay attention to dog fouling on both Parish Recreation Grounds; he would arrange a meeting for Neighbourhood Watch co-ordinators, road stewards and those interested in starting schemes in their roads from both Parishes with Suzanne Danielle who is Kent Neighbourhood Watch Co-ordinator; he would pursue the creation of No Cold Callers status for both parishes.

It was also agreed at the meeting that PCSO Barker would give a report on how he has been tasked during the previous six week period.

- 5.2 Youth activity - dangerous cycling/antisocial behaviour.
PCSO Barker had spoken to the parents and youngsters involved with this problem. He believed the situation had been contained. He will make further contact with those involved.
An email from a parishioner concerning youth activity in Clark's Lane had been passed to PCSO Barker.
PCSO Barker will continue to monitor the parking situation in Sevenoaks Road/London Road and will post 'no parking' signage as necessary.
District Councillor Grint left the meeting.
- 21.10 SO70.1 *The Chairman adjourned the meeting and invited District Cllr. Williamson to speak.*
- 6 **DISTRICT COUNCILLORS' REPORTS**
Transfer of land in Beldam Haw to the Parish Council.
SDC Performance & Governance Committee has decided to make a recommendation to Cabinet that this land is not transferred to the Parish Council but held as possible future building land.
This will be an agenda item at the SDC Cabinet meeting on 24 September.
Cllr. Williamson is minded to oppose the recommendation.
21.17 The Chairman reconvened the meeting
It was **Resolved** that Council would write to both District Councillors asking that they support the Parish Council's request for the land transfer.
21.19 The Chairman adjourned the meeting
Fort Halstead.
A report has been prepared for the Cabinet meeting on 24 September expanding on the SDC definition of the site. This will be available on SDC website a week before the meeting.
21.25 The Chairman reconvened the meeting.
- 7 **CLERK'S REPORT**
The Clerk advised that one of her items was a Planning Application concerning Halstead Place School.
SO23d The Chairman asked if councillors would accept a change to the order of business. This was **Resolved**.
This item will be heard at the close of business.
- 7.1 Crime figures for August.
3 incidents: 1 x making off without payment Toby Carvery; 1 x theft from motor vehicle in Sevenoaks/London Road; 1 x criminal damage Knockholt Road.
- 7.2 Freedom of Information Request - Parish Portal
This has been acknowledged and will be dealt with. Follow up requests for further information are not normally accepted.
- 7.3 Letter received from Mr Richard Evans, Little Town Field. Agenda item October Parish Council Meeting.
- 7.4 Letter from Mr Bob Regan thanking Council for reinstating the freighter service
- 7.5 KALC Finance Day
This will take place in Lenham on Saturday 17 October. Cllr. Blundell and the Clerk will attend.
- 7.6 Showers - having difficulty sourcing alternative quotations for Legionella checks.
- 7.7 Allotments
Under District Councillors' Report
- 7.8 Former Halstead Place School planning application
Deferred to end of business.
- 8 **FORT HALSTEAD**
- 8.1 Report on meeting at Kings Hill
Cllrs. Taylor, Baldwin, Bent and Grosvenor had visited.
The visit had been interesting. The development will total approximately 5000 homes and 50% have been built to date.
Each individual planning application is the subject of a Section 106 Agreement.
Many of the facilities provided by the developer are dealt with as long term projects as the village is increased, e.g. the cricket field has been installed but there are no facilities such as a pavilion.
The selection of retail units and commerce was not well thought out.
It was **Resolved** that the Clerk will approach Tonbridge and Malling Borough Council for information on the original project.
- 8.2 Report of meeting held between representatives of Knockholt Parish Council and Malcolm Appleby, KHS and Ms Karen Clark, SDC Planning Consultant
This had been circulated and will be discussed at the next meeting of the Fort Halstead Working Group which will take place on Thursday 8 October. Mr Jim Kehoe, SDC Head of Development Services will also speak at this meeting.
- 8.3 Papers Environmental Select Committee, SDC appertaining to SHLAA and Core Strategy - **noted**
- 8.4 Section 106 Agreement requests for information, prepared by Halstead Scouts, Village Hall Management Committee, St Margaret's Church - **noted**
- 9 **PLANNING COMMITTEE**
- 9.1 **RESOLVED: The Minutes of the Planning Committee held on Wednesday 2 September 2009 were Approved and Signed as a True Record.**

- 9.2. **APPLICATIONS RECEIVED**
SE/09/01581/FUL 7 STATION ROAD, HALSTEAD TN14 7DH
 Extension of roof to rear of dwelling, replacement of existing side dormer with new and new dormer on opposing side of roof pitch - **Supported**
- SE/09/01903/FUL EMITON, KNOCKHOLT ROAD, HALSTEAD TN14 7EU
 Erection of detached three bedroom chalet house and garage to the rear of Emiton
- 09/01931/WTCA WIDMORE HOUSE FARM, CHURCH ROAD, HALSTEAD TN14 7HG
 Fell one Conifer Tree
These two planning applications will be discussed on Monday 21 September 2009
- 9.3 **APPLICATIONS GRANTED**
SE/09/01617/FUL BEAUMONT, OTFORD LANE, HALSTEAD TN14 7EQ
 Replacement dwelling and change of use of land from commercial open storage connected with lawful plant hire use to domestic curtilage. - **noted**
- SE/09/01232/FUL LONGLANDS, KNOCKHOLT ROAD, HALSTEAD TN14 7ER
 Demolition of existing single storey rear extension to facilitate the erection of a two storey rear extension. - **noted**
 Cllr. Bent expressed his dissatisfaction that this planning application had been granted. He believed that the procedure carried out by the Development Control Committee had been at fault. He stated that he believed there was good reason for complaint and would discuss this matter with the Chairman.
 The Chairman stated that he had a Personal and Prejudicial Interest in relation to this planning application which he had declared.
- SE/09/01436/FUL 20 BELDAM HAW, HALSTEAD TN14 7DA
 Demolition of existing side extension. Erection of a two storey side extension and porch to front. Relocation of out buildings to a distance more than 5 metres from proposed development. - **noted**
- SE/09/01206/FUL ORCHARD BARN, LONDON ROAD, HALSTEAD TN14 7AD
 Conversion of existing roof space for office use, windows to gable end and roof lights - **noted**
- 9.4 Land west of Badgers Mount Roundabout
 All documents had been circulated.
 The Chairman advised that Ms Clinch had withdrawn her original, erroneous letter. She had written again to the Mr Downs, agent for the travelling show-people, to inform them that they did not have right of use for the land and would require planning consent to take up occupation.
- 9.5 LDF Core Strategy: Update on Settlement Hierarchy
 It was noted that Halstead Parish's status had been reduced inline with Knockholt Parish and other small parishes.
- 10 AMENITIES & HIGHWAYS COMMITTEE**
- 10.1 **RESOLVED: The Minutes of the Amenities & Highways Committee held on Wednesday 19 August 2009 were Approved and Signed as a True Record.**
- 10.2 Refurbishment of benches on Recreation Road and at Southdene
 It was **Resolved** that the quotation would not be accepted but revisited in 2010.
 It was **Resolved** that Cllrs. Baldwin and Brooker would repair the benches in the children's play-area as a matter of urgent. This had been highlighted as a Medium Risk in the RoSPA report.
- 10.3 Remedial work to multi-play Children's play area -
 Cllr. Baldwin proposed, seconded by Cllr. Brooker that Mr Dare's quotation for £50 to repair the multi-play be accepted, carried unanimously.
Resolved: that Mr Dare be asked to repair the multi-play for the sum of £50 as quoted..
- 10.4 RoSPA report
 This had been circulated. Much of the work had been carried out since the visit by the Inspector.
 It was noted there were no High Risk items.
 Cllr. Baldwin advised that there had been a lot of litter in the play area including babies nappies. Clerk will prepare notices.
- 10.5 Meeting with Mr Andy Bracey, SDC Highways Engineer
 The circulated report and documents were **noted** - **Agenda item October Parish Council meeting**
- 10.6 Motion from Cllr. Jeff Baldwin. Signing of Licences.
 Cllr Baldwin proposed that the Chairman and Clerk sign the Licences with the Sports Clubs, seconded by Cllr. Blundell, carried unanimously.
RESOLVED: The Chairman and Clerk shall sign the Sports Club Licences.
 Cllr. Baldwin also mentioned that the SDC Play Bus which visited the parish in August was extremely well attended.

11 INFORMATION

11.1 The Chairman wishes to place TPOs at Fort Halstead on the agenda for the October Parish Council meeting.

22.32 Cllr. Blundell left the meeting.

7. CLERK'S REPORT|

7.8 Halstead Place School

A planning application has been received for three additional Affordable Homes. The application is from Moat Housing. This will be discussed by the Planning Committee on 28 September 2009 at 18.30 in the Parish Room. Cllr. Brooker will be in the chair.

Cllr. Baldwin stated that he believed the Halstead Place Committee should deal with this.

The Clerk advised that this committee had not be reinstated at the Annual Meeting of Council in May as Council believed there was no requirement for it.

The Clerk said that an Extraordinary Parish Council meeting could be called to reinstate it. The Chairman believed there was no need to reinstate it.

Cllr. Brooker requested that the Chairman adjourn the meeting to ask Mr Terry Hall, independent member of the Halstead Place Committee his views.

Mr Hall said he had no wish for the committee to be reformed and he was content for the Planning Committee to deal with the application.

Cllr. Baldwin said that if this was Mr Hall's belief he would withdraw his previous statement

Cllr. Bent, Chairman of the Planning Committee, assured Cllr. Baldwin that his opinions could be expressed from the public gallery at the Planning Committee meeting.

12 DATE OF THE NEXT MEETING OF THE PARISH COUNCIL

Monday 12 October 2009

The meeting closed at 22.35