



Minutes of the **FULL COUNCIL** meeting held at the Parish Council Office, Lower Green Road, Pembury on **Monday 2<sup>nd</sup> October 2017** at 7:45pm.

**Councillors Present:**

Cllr Mrs J Crowhurst (Chair)  
Cllr Mrs K Brooks  
Cllr A Gaukroger  
Cllr M Hocking  
Cllr Mrs L Mills

Cllr Mrs C Snow (Vice-Chair)  
Cllr D Coleman  
Cllr Mrs S Harris  
Cllr P Kirby  
Cllr Mrs A Partridge

**Apologies:**

Cllr S Cawley  
Cllr P Gillan

Cllr Mrs S Sharp

**Also in attendance:**

Ms H Munro (Clerk)  
Borough and County Cllr P Barrington-King  
Borough Cllr D Reilly  
Borough Cllr Mrs S Nuttall  
1 Member of the public

Mrs Y Allen (Deputy Clerk)

93. **APOLOGIES FOR ABSENCE.** It was **RESOLVED** to accept apologies received from Cllrs Mrs Sharp, P Gillan and S Cawley.
94. **DECLARATIONS OF INTEREST.** Declarations of a non-pecuniary interest were received from Cllr Hocking about the allotments; Cllr Mrs Snow had been lobbied about Cornford Court.
95. **MINUTES OF THE PREVIOUS MEETING.** It was **RESOLVED** that the minutes of the 4<sup>th</sup> September 2017 be approved and signed as an accurate record.
96. **CHAIRMAN'S ANNOUNCEMENTS.** The Chair made the following announcements:
- The Groundsmen had won a silver award from TWBC for their work on Pembury Burial Ground
  - The Carols on the Green had been cancelled for this year only
  - The Pembury Society was holding a meeting on Wednesday 18 October at 7.45pm in the Upper Church; Cllrs Tracy Moore and Alan McDermott were the speakers

Council adjourned the meeting.

97. **OPEN SESSION.** A resident from Cornford Park was attending as an observer only as he wished to hear Parish Council's opinion on the Cornford Court planning application – 17/01151/FULL.

The meeting was reconvened.

98. **CLERK'S REPORT AND ACTION UPDATES.** The following report was **noted**.

Funding for a Disabled Access to the Guide and Scout Hut. Fundraising for this project was to go ahead. The collection made at the Firework Evening would go towards this.

Pride in Pembury – reminder. The Clerk reminded Councillors about Winners' Tea Party to be held on 07/10/2017 at 3pm in the Pavilion.

Purchase of litter bins. These to be purchased early October ready for an installation date in early November.

Pembury Lass. The Hospice had been informed that Pembury Parish Council were not taking this project on. A local business had agreed to continue to fundraise with a view to keeping the horse on their land.

Council Facebook Page. This had been set up and the Clerk was posting to the site.

Combination Padlocks for Allotment Gates. The purchase would be made shortly.

Purchase of Allotment Shed. An invoice was awaited from the Gardeners Society for the shed for payment in two instalments.

Allotment Tenancy – deposit and change to renewal date. This would be undertaken shortly.

Litter Pick. A meeting to be arranged for mid-October.

Bank signatory / card / on-line banking. This would be undertaken by the Deputy Clerk on her return from holiday.

Crosses on the Village Green. Cllr Gillan to update at a future meeting.

Pavilion. Pembury Athletic Youth Football Club were informed of the decision not to contribute towards the works due to budget constraints. A request to cancel their fees for 2017-18 was made. Confirmation that the Council could not contribute towards the works had been made.

Seismic Survey on the Village Green. The Pembury Society hoped to carry out a survey on two Sundays in October. This was just to be a surface survey and no digging was allowed.

Street Lighting in Lower Green Road. Problems had been reported about a number of street lights not working which had not been resolved. Cllr P Barrington-King was dealing with this issue.

The Local Plan. The leaflet would be ready shortly and needed to be distributed as soon as possible.

99. **REPORTS OF COUNTY & BOROUGH COUNCILLORS'**

Councillor Barrington-King made the following report:

- The issue with the lighting in Lower Green Road had been logged three times as an emergency. He would now contact the relevant Cabinet Members to ensure that necessary repairs were carried out.
- Stone Court Lane – problems had previously been reported and incursions across the footpath and overgrown foliage were still an issue. He would send an email to the relevant Kent Highway Services department but was aware that some of the land was privately owned.
- He urged members to report any potholes as funding was available for repairs.
- He had made enquiries about having the white posts on the village gateways smartened up and repainted. He was awaiting an answer from Kent County Council. Cllr Mrs Crowhurst asked if another white village gateway could be installed at the Woodsgate entrance. Cllr P Barrington King promised to look into it and would pay for it from his members' fund.
- Work was to begin on the cycle path from North Farm to Tonbridge in October.
- Weed spraying had finally been carried out and had been effective.
- Concerns about access had been expressed if more sports facilities were developed at Woodside.
- He was making enquiries about having the phone box on the Village Green repainted. Matfield had already done this.

Cllr Mrs Nuttall made the following report:

- A new litter bin would be installed at Bulls Place on 6 October.

Cllr Reilly made the following report:

- The 5 year plan for 2017/2022 had been signed off at TWBC Full Council.
- The Civic Complex Draft Planning Framework had been signed off.
- The KCC Growth and Infrastructure Framework forecast that population growth in Kent would increase by 300,000 by 2031 and that 180,000 new homes would be needed. He pointed out the obvious lack of infrastructure.
- Tracy Moore would be speaking at the Pembury Society meeting on Wednesday 18th October at St. Peter's Upper Church on the Civic Complex Development and Kelvin Hinton would be speaking about future housing in Tunbridge Wells.

- He had requested the hectorage of all the sites identified as part of a second call for sites.
- A Business Rate Retention Pilot scheme would allow the Borough Council to retain any increased incremental income associated with business rates from any new business growth; this would partly bridge the Central Government grant which runs out completely in 2019. TWBC only retains 4p in every £1.

100. **REPORT OF URGENT ACTIONS.** The Clerk reported that the intercom outside the office had been vandalised. An electrician had been appointed to remove it and to install a doorbell. The electrician was also to install a movement sensor in the meeting room to enable Council to view planning applications presented at meetings using the laptop and screen.

It was **RESOLVED** that these actions and associated costs be ratified.

101. **PLANNING AND HIGHWAYS WORKING GROUP.** The recommendations of the Working Group were considered.

102. **PLANNING APPLICATIONS.** It was **RESOLVED** to ratify the following responses submitted to Tunbridge Wells Borough Council:

- a. 17/02931/FULL – 98 Henwood Green Road – **OBJECT** to the height of the fencing but otherwise **NEUTRAL**
- b. 17/02874/FULL – 6 Heskett Park – **NEUTRAL**
- c. 17/02891/FULL – 123 Hastings Road – **NEUTRAL** subject to parking and access being acceptable to TWBC
- d. 17/02971/FULL – 26 Church Road – **NEUTRAL**
- e. 17/02935/FULL – 50 Herons Way – **NEUTRAL** subject to there being no loss of privacy or light for the immediate neighbours
- f. 17/03089/TPO – Pembury House, Lower Green Road - **NEUTRAL**

103. **PLANNING APPLICATIONS.** It was **RESOLVED** to submit the following responses to Tunbridge Wells Borough Council:

- a. Cornford Court  
17/01151/FULL  
Demolition of existing buildings and erection of a 68-suite integrated community health centre (C2 use class) and associated parking.

As the application had been called in previously it was **RESOLVED** that the Clerk re-submit the earlier response.

104. **PLANNING APPLICATIONS.** It was **RESOLVED** that the following applications be considered by the Planning and Highways Working Group for ratification at next month's meeting:

- a. Romford House

17/03115/FULL

Removal of oil fired heating boiler and replacement freestanding heat pump unit.

b. 29 Gimble Way

17/03142/FULL

Single storey rear extension with roof lights; conservatory, extension and garage conversion including raising of garage roof.

c. Abbots, Woodside Road

17/03218/FULL

Front door repositioning, front extension removed, sliding/folding doors added, glazing altered, internal reorganisation.

105. **PLANNING DECISIONS.** It was **RESOLVED** to note the following decisions.

a. 17/02490/FULL – 36 Ridgeway – **GRANTED**

b. 17/02372/FULL – 21 Greenleas – **GRANTED**

c. 17/02437/FULL – 51 Heskett Park – **GRANTED**

d. 17/02259/TPO – 121 Ridgeway – **GRANTED**

e. 17/02234/FULL – Hawkwell Orchard, Maidstone Road – **REFUSED**

f. 17/02236/ADV – Notcutts, Tonbridge Road – **GRANTED**

g. 17/02269/FULL – 35 The Gill – **GRANTED**

h. 16/07866/FULL – 21 Sandhurst Avenue – **GRANTED ON APPEAL**

i. 17/02629/FULL – 40 Elmhurst Avenue – **GRANTED**

j. 17/02136/FULL – 7-9 High Street – **GRANTED**

k. 17/02141/FULL – 7-9 High Street – **GRANTED**

l. 17/02474/FULL – Garages at Snipe Close – **GRANTED**

m. 17/02456/FULL – 3 Cornford Close – **GRANTED**

106. **TWBC TRIAL TO WITHDRAW PAPER PLANS.** The Council had agreed to take part in a month's trial during October during which the office would not receive paper plans.

107. **AMENITIES, CHRISTMAS LIGHTS AND PRIDE IN PEMBURY (INCORPORATING PUBLIC RELATIONS) WORKING GROUP.** The Working Group Chairman gave a report on the meeting and it was **RESOLVED** that the minutes of the Amenities Working group on 27<sup>th</sup> September 2017 were **noted**. The minutes are included in Appendix 1. The recommendations of the Working Group were considered.

a. To agree the purchase of benches for the Lower Green Recreation Ground. It was **RESOLVED** that one bench would be purchased and this would replace the old concrete bench at the Woodhill Park entrance.

- b. Children's Playground Renovation Works. It was **noted** that minor and urgent items costing approximately £1,000 would be undertaken immediately from the 2017-18 renovations budget.
  - c. Youth Wifi Area. It was **noted** that a youth area with Wifi would be discussed at a future Amenities WG meeting with a view to putting it in next year's budget.
  - d. Additional Play Equipment. It was **noted** that the Working Group recommended that a new climbing frame with bonded bark safety surface be requested to Tunbridge Wells Borough Council for funding by the Section 106. It was **RESOLVED** that the Clerk liaise with TWBC to progress this.
  - e. To discuss additional recreation land at Woodside as part of a section 106 contribution. It was **RESOLVED** that the Clerk write to TWBC as the Parish Council had not been consulted on this. It was **RESOLVED** that whilst Council did not object to the designation of the land, it had insufficient funds to buy and develop the land unless these works were funded by TWBC. Cllrs Mrs Crowhurst and Coleman and the Clerk were to meet with the Football Clubs to discuss their views on this.
  - f. To receive update on Firework Display. All arrangements were in hand. Councillors would be allocated specific tasks by the Clerk.
108. **REMEMBRANCE DAY.** All arrangements were in hand except the provision of a first aider. Cllr Mrs Crowhurst to speak to the Doctors' Surgery to ask if they had anyone available.
109. **FINANCE AND ADMINISTRATION MATTERS.**
- a. Completion of External Audit. The completion of the external audit and no "except for matters" was **noted**.
  - b. Projects for TWBC Member Community Grant. It was **RESOLVED** to apply for funding towards provision of disabled access at the Guide and Scout hut.
  - c. Accounts for payment. The accounts for payment of £16,962.63 for October 2017 were approved by **RESOLUTION**. A list of payments is included in Appendix 2. It was to be noted that the donation for the Remembrance Wreath of £100 was paid for out of Section 137 money.
  - d. Local Plan Leaflet. It was **RESOLVED** to ratify the printing and delivery of the leaflet.

110. **MEETING DATES.** The next meeting date of 6<sup>th</sup> November 2017 was **noted.**

There being no further business the meeting was closed at 9:25pm

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman

## **APPENDIX 1**

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Minutes of the **Amenities, Christmas Lights, Pride in Pembury (incorporating Public Relations) Working Group** Meeting held on **Monday 27 September 2017** at the Parish Office Meeting Room at 7:30pm

Present: Cllrs D Coleman (C), Mrs J Crowhurst, Mrs L Mills, Mrs A Partridge

Apologies: Cllrs A Gaukroger and Mrs C Snow

Clerk: Helen Munro

1. APOLOGIES FOR ABSENCE. Apologies were received from Cllrs A Gaukroger and Mrs C Snow.
2. ACTION UPDATES. The following updates were received:
  - a. Notice board Maintenance. This had been added to the Groundsmen Winter task list.
  - b. Litter Bins. Full Council approved the purchase. An installation date in early November has been set.
  - c. Colin Forward Bench. This would not be installed in the recreation ground.
  - d. Pembury Lass. The Hospice had been informed that the Parish Council were not taking this project forward. The Camden Arms have agreed to continue to fundraise with a view to keeping the horse on their land.
  - e. Pride in Pembury. A reminder that the winner's tea was on 7 October was given.
  - f. Social Media. The Parish Council Facebook page had been set up and posts were being made.
  - g. Playground – minor works. These have all been completed.
  - h. Pirate Ship. RoSPA have confirmed that there is no head entrapment risk from the Pirate Ship. The report has been resubmitted with no risk shown.
  - i. Weeds. A second weed spray and hand clearing has been undertaken by KCC done on a number of roads in the village.
3. RECREATION GROUND QUOTES  
To consider improvement works to the Recreation Ground.
  - a. Benches – receive quotes. Quotes were submitted for both steel and wooden slatted benches and discussed.

**The WG recommended that a Bryntirion Seat be purchased for £227 plus VAT and located by the Woodhill Park entrance to the Recreation Ground to replace the existing bench.**
  - b. Children's Playground renovation works – receive quotes. Quotes for renovation works based on the recommendations from the annual RoSPA inspection were received and discussed.



**ACTION:** minor and urgent items costing approximately £1,000 would be undertaken immediately from the 2017-18 renovations budget.

**ACTION:** remaining items would be added to the proposed budget for 2018-19 for further consideration.

4. ADDITIONAL PLAY EQUIPMENT. Possible future equipment required under Section 106 from the Sturgeons' site planning application was considered.

**The WG recommended that a new climbing frame with bonded bark safety surface be requested to Tunbridge Wells Borough Council (TWBC) for funding by the Section 106. The Clerk to liaise with TWBC to progress this.**

5. RECREATION GROUND BY LAWS. The current by-laws were reviewed.  
**ACTION:** The Clerk was asked to draft a section on control of dogs and add drones to the list of regulated activities.

6. ADDITIONAL RECREATION LAND AT WOODSIDE. The proposal to increase the recreation grounds at Woodside as part of Section 106 funding was considered.

The report from TWBC on the Acquisition of Designated Land for Recreation Purposes was reviewed. Two fields adjoining the Woodside Recreation Ground were designated as recreation ground under the current Local Plan. TWBC is working to initiate the acquisition of the allocated sites.

There was concern that Pembury Parish Council would bear the cost of purchase and ongoing maintenance. Concern was also expressed about access to the site and the additional staff resources required to manage the new areas.

**The WG recommended that the Council did not object to the designation of the land but had insufficient funds to buy and develop the land unless these works were funded by TWBC.**

**ACTION:** The Clerk would arrange a meeting with the Pembury Athletic Football Club to discuss the future of the site with Cllrs Coleman and Crowhurst.

7. EVENTS – FIREWORKS.

- a. To receive update on Fireworks on 3 November 2017. An update was given. The firework company, DJ and PA system, security and first aid provision were in place.

**The WG recommended that Cllrs were asked at the next Full Council meeting to volunteer to steward the event.**

The Scouts and Guides had accepted the Council's offer to donate any fundraising towards a disabled access to the scout hut.

**ACTION:** The Scouts and Guides would be asked to assist with fundraising on the night.

**ACTION:** Cllr Partridge agreed to design a label for collection buckets.

- b. To review budget and consider virement. The cost of the Firework event was £370 more than budgeted. **ACTION:** the underspend from the Musical Picnic and hanging basket budget would be used to cover the shortfall.
8. HANGING BASKETS. A letter from a resident had been received and was discussed.

**ACTION:** an increased budget of £600 was proposed for further discussion by the Policy and Resources WG. Cllr Partridge and the Clerk would agree the plant specification with the supplier in early 2018.

**ACTION:** The Clerk would respond to the resident with details of the improvements discussed.

9. PAVILION MANAGEMENT COMMITTEE.

- a. Minutes. Minutes from an informal meeting with the Club Chairman and Treasurer were **noted**. **ACTION:** The Clerk was asked to chase for the latest minutes and accounts previously requested.
- b. To receive request to waive charges for 2017-18 as a contribution towards the paving. Council had agreed to stick to its decision made at the September Full Council meeting not to contribute to the works as it did not have the funds.
10. PUBLIC RELATIONS. Website proposals were considered.

**The WG recommended commissioning Parishcouncilwebsite.org.uk to create a website for Pembury Parish Council. The vire for a budget had already been agreed by Full Council in principle.**

11. BUDGETS 2018-19. The following projects were suggested for inclusion in next year's draft budget proposals and/or 5-year plan.

- Playground renovations.
- Possible additional youth shelter.
- Improved hanging baskets.
- Replacement gate at Woodside Recreation ground.

12. FUTURE MEETING DATES. No December meeting date had been set. **ACTION:** The Audit WG be asked if they will cancel their meeting on 11 December to allow the Amenities WG to hold their meeting as the Audit WG also had a meeting in January 2018.

13. OTHER MATTERS

- a. Streetlights. Streetlights continue to be problematic along Lower Green Road with many not working or coming on later than required. **ACTION:** The Clerk would escalate this issue to County Cllr Barrington-King.
- b. Village Green area. Comments from Cllr Snow about the poor state of the area around the Village Green were discussed. She was concerned

about litter and dead weeds. A meeting was arranged to discuss litter picking in the village and this area could be added to discussions.

**ACTION:** The Clerk would ask County Cllr Barrington-King to ask KCC to clear the weeds in the highway.

**ACTION:** Environmental improvements to the area should be considered as part of future financial plans.

- c. Carols on the Green. Cllr Crowhurst would liaise with the Upper Church to ascertain if the event would be happening.
- d. Christmas lights. These were expected to go up in the last week of November. The Clerk would liaise with the contractor.
- e. December Full Council meeting. Wine and mince pies should be provided at the December meeting.

There being no other business, the meeting closed at 9:02pm

## APPENDIX 2

| <b>PEMBURY PARISH COUNCIL</b>                 |                       |   |                    |
|---|-----------------------|---|--------------------|
| <b>Accounts for Payment</b>                   |                       |   |                    |
| <b>ACCOUNTS PAID PREVIOUSLY</b>               |                       |   |                    |
| 714   | Timpsons              | Pride in Pembury - Trophy engraving                       | £ 126.15           |
| 715   | RBL Poppy Appeal      | Donation for Poppy Wreath                                 | £ 100.00           |
| 716   | EDF                   | Electricity - Depot                                       | £ 58.24            |
|   |                       |   | <b>£ 284.39</b>    |
| <b>ACCOUNTS FOR PAYMENT</b>                   |                       |   |                    |
| 717   | Post Office Limited   | Tax/NHI -Sept 17  | £ 1,892.66         |
| 718   | KCC Pension           | Pension- Sept 17  | £ 1,808.27         |
| 719   | AffinIT               | Office 365 Subscription x 2                               | £ 18.72            |
| 720   | Columbaria            | Memorial Wall - plaques x2                                | £ 156.00           |
| 721   | EDF                   | Electricity-parish office                                 | £ 199.51           |
| 722   | Ben Gilchrist         | PVN - Autumn edition - artwork & printing                 | £ 1,470.00         |
| 723   | Kidmans               | Kubota Repair & strimmer supplies                         | £ 201.01           |
| 724   | New Dreams            | Office cleaning   | £ 96.00            |
| 725   | PKF Littlejohns       | External Audit 2016-17                                    | £ 720.00           |
| 726   | RIP Cleaning Services | Dog bin emptying  | £ 264.60           |
| 727   | Streetlights          | Streelight repair   | £ 117.30           |
| 728   | St John's Ambulance   | Attendance at Firework Display                            | £ 55.20            |
| 729   | Streemaster           | Memorial Bench - Pembury Society                          | £ 772.80           |
| 730   | Viking                | Copier paper, laminating pouches & dividers               | £ 148.17           |
| 731   | Wicksteed Leisure     | Supplies for playground repairs                           | £ 124.57           |
|   |                       |   | <b>£ 8,044.81</b>  |
| <b>CONFIDENTIAL SALARIES - SEPTEMBER 2017</b> |                       |   |                    |
| AP  | Total Salaries        |   | <b>£ 5,983.23</b>  |
| <b>TOTAL PAYMENTS</b>                         |                       |   | <b>£ 14,312.43</b> |
| <b>FURTHER PAYMENTS</b>                       |                       |   |                    |
| 732   | Ben Gilchrist         | Leaflet printing  | £ 105.00           |
| 733   | RIP Cleaning          | Dog bin empty - September                                 | £ 235.20           |
| 734   | TreeAbility           | Tree and Shrub work Allotments, Old Church & Upper Church | £ 2,310.00         |
|   |                       |   | <b>£ 2,650.20</b>  |
| <b>AMENDED TOTAL PAYMENTS</b>                 |                       |   | <b>£ 16,962.63</b> |