

Minutes of the **FULL COUNCIL** meeting held at the Parish Council Office, Lower Green Road, Pembury on **Monday 4th December 2017** at 7.45pm



**Councillors Present:**

Cllr Mrs J Crowhurst (Chair)  
Cllr Mrs K Brooks  
Cllr A Gaukroger  
Cllr Mrs S Harris  
Cllr Mrs L Mills  
Cllr Mrs S Sharp

Cllr Mrs C Snow (Vice Chair)  
Cllr D Coleman  
Cllr P Gillan  
Cllr P Kirby  
Cllr Mrs A Partridge

**Apologies:**

Cllr M Hocking

**Also in attendance:**

Ms H Munro (Clerk)  
Borough Cllr Mrs S Nuttall

Mrs Y Allen (Deputy Clerk)  
Borough Cllr D Reilly

Kate Greatex (Quantum Group) 5 Residents

129. **APOLOGIES FOR ABSENCE.** It was **RESOLVED** to accept apologies received from Cllr M Hocking. County Cllr P Barrington King also gave his apologies.

130. **DECLARATIONS OF INTEREST.** Cllrs Mrs J Crowhurst, Mrs K Brooks, A Gaukroger, P Gillan, Mrs S Harris, P Kirby, Mrs A Partridge, Mrs S Sharp and Mrs C Snow had been lobbied about Owlsnest. Cllr P Gillan declared a personal interest in planning application 17/03966, 11 Knights Place.

131. **MINUTES OF THE PREVIOUS MEETING.** It was **RESOLVED** that the minutes of the 6 November 2017 be approved and signed as a correct record.

132. **CHAIRMAN'S ANNOUNCEMENTS.** The Chair made the following announcements:

- The cubs had planted more daffodil bulbs at Woodsgate;
- Ex-mayor Cllr David Neve had written a 'book of puns'. If anyone was interested in purchasing a copy, they should contact him directly;
- The Chair and Cllr Coleman had attended the 70th KALC AGM on 18<sup>th</sup> November in Ditton;
- The Chair, Cllr Coleman and the two Clerks attended Pembury School on 1<sup>st</sup> December to watch the dress rehearsal of the Christmas production. The Chair also presented a Pride in Pembury award to the School Gardening Club;
- Cllr Mrs J Crowhurst told members that she intended to resign from the Council after the Annual Parish Meeting in March 2018.

133. **OPEN SESSION.** A resident from Sherwood spoke in favour of the proposed development on the Owlsnest site – in particular for the employment opportunities it would bring.

A resident from Paddock Wood also spoke in favour of the proposed development.

134. **CLERK'S REPORT AND ACTION UPDATES**

Purchase of litter bins – The bins had been delivered and would be installed shortly.

Bank Signatory/Debit card – This was still on-going. Online access was now working for the Deputy Clerk.

Street Lighting in Lower Green Road – Streetlights were now working.

Bench – Lower Green Recreation Ground – There had been a delay in the delivery of the bench.

TWBC Member Community Grant – Work was on-going.

Local Plan – A list of hectares per site submitted in the 'Call for Sites' phases had been circulated for information.

Office IT equipment and furniture – New IT equipment was being installed on 7<sup>th</sup> December. Office chairs had been ordered and delivery awaited.

KALC Bespoke Training – Enough councillors/officers were able to attend and this would go ahead in February.

Highways Meeting – Minutes were circulated on late meeting papers.

Litter Picking Event – Due to problems receiving the email confirming Council's approval, there had been a delay. The date suggested is 13<sup>th</sup> January.

War Memorial – bulbs – Bulbs were donated by Notcutts and had been planted at the War Memorial. Surplus bulbs were given to the Cubs and they had now been planted at Woodsgate.

135. **REPORTS OF COUNTY & BOROUGH COUNCILLORS**

CLlr Barrington King had been unable to attend but had briefed the Clerk as follows:

- Following the Highways meeting held on 27th November, a tidy-up of the A21 had been actioned;
- Cuts to the local bus service had not been decided upon;

- Gateways at the entrances to the Village needed painting. He asked if the groundsmen could, if possible, clear the ground around the signs before the work was carried out. He would fund this work from his members' grant.

Cllr Reilly gave the following update:

- A decision about the Civic Complex Development would be made on Wednesday 6 December at the Town Hall; if this went ahead an area would be required to dump the spoil from the construction site and Tesco in Pembury had been identified as a possible site;
- Nothing had yet been published about a potential Garden Village. This would be debated further on 19th December.

Cllr Mrs Nuttall gave the following update:

- Concern was expressed about Tesco potentially being used as a site for spoil from the Civic Complex construction site;
- Concern was also expressed about the lack of facilities for young people in Pembury.

136. **REPORT OF URGENT ACTIONS.**

- Repairs to the lock on the office door had been carried out;
- A letter had been sent to a resident in The Coppice about Parish Council land being used for storage. This was being followed up after a discussion with the resident.

137. **TO CONSIDER RESPONSE TO PLANNING APPLICATION: OWLSNEST WOOD, TONBRIDGE ROAD – 15/505823/FULL.**

Demolition of existing residential dwelling, ancillary outbuildings, pool house and bunker to incorporate a 76-bed health and wellbeing facility, 22 independent extra care-lodges with associated car parking, landscaping and amenity space along with proposed community access of existing lake for recreational and leisure use.

After much debate, it was **RESOLVED** to **OBJECT** on the grounds that this development would be on Green Belt land. It had concerns about the following four issues: Traffic flow/traffic lights; impact on the local doctors' surgery; outcome of a Section 106 agreement and management of the lake.

138. **PLANNING AND HIGHWAYS WORKING GROUP.** The Working Group Chairman gave a report on the meeting and it was **RESOLVED** that the minutes of the Planning and Highways WG meeting held on Wednesday 22<sup>nd</sup> November were **noted**. The minutes are included in Appendix 1. The recommendations of the Working Group were considered.

- a. It was **RESOLVED** to **RATIFY** the following responses which had been sent to Tunbridge Wells Borough Council:  
17/03610/FULL – **Land, rear 96-100 Henwood Green Road** – NEUTRAL

17/03474/FULL – **Mays Farmhouse, Romford Road**  
NEUTRAL

17/03646/TPO – **19 Ridgeway** – NEUTRAL

17/03535/FULL – **Land, rear of Sunhill Place, High Street** – NEUTRAL

17/03592/FULL – **3 High Street** – NEUTRAL BUT STILL HAVE CONCERNS ABOUT CAR PARKING AND THE KNOCK-ON EFFECT ON THE SURROUNDING AREA.

- b. To consider any applications received after the agenda was set and prior to the Council meeting:

17/03966/FULL – **11 Knights Place**  
Two-storey front extension and garage conversion  
NEUTRAL.

- c. To note grants.

17/02931/FULL  
**98 Henwood Green Road**  
New vehicle access and revised drive layout. Erection of 1.2m high closeboard fence on side boundary and replacement fence to front boundary

17/03142/FULL  
**29 Gimble Way**  
Single storey rear extension with rooflights. Conservatory extension and garage conversion including raising of garage roof

17/03115/FULL  
**Romford House, Kings Toll Road**  
Removal of oil fired heating boiler and replacement freestanding heat pump unit

17/02935/FULL  
**50 Herons Way**  
Removal of existing flat roofed two storey side extension and canopy structure to be replaced with two storey side extension, removal of single storey rear extension and conservatory and replacement with single storey rear extension and addition to front of existing garage

- d. To receive update following the Kent Highways meeting and agree the next steps. A report of the meeting was on the late meeting papers. This was **noted**. Cllr Mrs Crowhurst would speak to Matthew Balfour, Cabinet Member for Highways, Planning, Transport and Waste regarding the junction with

Church Road and Maidstone Road to consider whether double yellow lines were appropriate.

Cllr Barrington King would report back on other outstanding issues at a later date.

- e. To note reduction in bus services and agree next step. Any changes to the bus services would go out for consultation but at this stage full details were not known. This issue would be closely monitored.
- f. To note meeting with TWBC to discuss Section 106 contributions. Members noted the report of the meeting held on 7 November 2017. Ideas for any Section 106 contributions needed to be identified and listed as money would be available for any development of 10 units or more.
- g. To note meeting with TWBC and consider proposal for change of use for Woodside Recreation Ground and agree response to TWBC. There were no objections to the proposed change of use and members **noted** the minutes.
- h. To receive report to consider changing the Working Group to a Standing Committee, agree delegated powers and Terms of Reference. It was **RESOLVED** to change the Working Group to a Standing Committee and delegated powers and Terms of Reference would be discussed at the first Committee meeting.

139. **ENVIRONMENT, ENVIRONMENTAL ISSUES (INCL. ALLOTMENTS AND BURIALS) WORKING GROUP.**

The Working Group Chairman gave a report on the meeting and it was **RESOLVED** that the minutes of the Environment, Environmental Issues (incl. Allotments and Burials) meeting held on Monday 20 November were **noted**. The minutes are included in Appendix 2. The recommendations of the Working Group were considered.

- a. It was agreed that the reduction of the Holly Hedge at St. Peter's Upper Church be included in the budget for 2018/2019.
- b. It was agreed to defer the introduction of a deposit scheme at the allotments until vacant plots had been appropriately managed.
- c. Members noted the Rotary Nationwide Tree Planting Initiative and agreed with the suggestion that trees be planted along the Old Coach Road.

140. **FINANCE AND ADMINISTRATION**

- a. Accounts for payment – The accounts for payment of £21,405.98

were approved by **RESOLUTION**. A list of payments is included in Appendix 3

- b. It was **RESOLVED** to have a timer installed on the office external light.
- c. It was **RESOLVED** to suspend Standing Order 18.a.v. as it had only been possible to obtain two quotations. It was **RESOLVED** to instruct Sealasite to carry out the repairs at a cost of £1,710 + £195 for electrical work after being satisfied with the guarantee arrangements.
- d. Parish Office Christmas Closure – Members **noted** that the Office would be closed at 4pm on Friday 22<sup>nd</sup> December and would re-open on Tuesday 2<sup>nd</sup> January 2018.

141. **MEETING DATES**

- a. The date for the Policy and Resources Working Group – 8<sup>th</sup> January 2018 was **noted**.
- b. The date for the next Full Council meeting – 15<sup>th</sup> January was **noted**.

142. **OTHER MATTERS**

- a. The Chair reported that a complaint had been received that the two minutes' silence for Remembrance Sunday had taken place in church and not outside making it unavailable for those who had not attended church. He would like it to take place outside the War Memorial at 11am.

Members agreed that this was the tradition in Pembury and should remain so.

- b. The Pembury Society – An archaeological dig had been carried out on the Village Green and a report had been sent for noting.
- c. Cllr Gillan expressed his sadness at the resignation of the Chair.

There being no other business, the meeting closed at 21.55.

Signed ..... Date .....  
Chairman

## APPENDIX 1

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Minutes of the Planning and Highways WG Meeting held on **Wednesday 22 November 2017** at 7.30pm at the Parish Office.

Present: Cllrs A Gaukroger (C), Mrs K Brooks, Mrs J Crowhurst, Mrs L Mills,  
Mrs A Partridge

Apologies: Cllr D Coleman

Clerk: Helen Munro

**1. APOLOGIES FOR ABSENCE.** Apologies were received from Cllr D Coleman.

**2. TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS:**

- a. Application No: 17/03610/FULL – 23 November  
Location: **Land, rear of 96-100 Henwood Green Road**  
Proposal: Erection of a detached bungalow and modifications to the approved driveway and parking arrangement to planning permission 16/07524/FULL.

**NEUTRAL**

- b. Application No: 17/03474/FULL – 24 November  
Location: **Mays Farmhouse, Romford Road**  
Proposal: Erection of detached, flat roofed, timber framed building to rear of garden.

**NEUTRAL**

- c. Application No: 17/03646/TPO – 22 November  
Location: **19 Ridgeway**  
Proposal: Trees; Oak (T2) – Reduce side of canopy against 15 Knights Ridge by approximately 2 metres, blending in maintaining shape and form; Raise crown over garden of 15 Knights Ridge by approximately 3 metres; Remove selected lower branch overhanging garden of 19 & 21 Ridgeway; Reduce canopy and raise crown facing 19 Ridgeway to maintain shape and of whole tree.

**NEUTRAL**

- d. Application No: 17/03535/FULL – 25 November  
Proposal: **Land, rear of Sunhill Place, High Street**  
Location: Erection of a two-storey detached dwelling.

**NEUTRAL**

- e. Application No: 17/03592/FULL – 27 November  
Location: **3 High Street**  
Proposal: Demolition of single storey garage and erection of apartment block comprising 9 dwellings with parking and landscaping  
**NEUTRAL BUT STILL HAVE CONCERNS ABOUT CAR PARKING AND THE KNOCK-ON EFFECT ON THE SURROUNDING AREA.**

**3. TO CONSIDER ANY FURTHER APPLICATIONS RECEIVED AFTER THE AGENDA DATE.** None had been received.**4. TO NOTE GRANTS.**

- a. Application No. 17/02931/FULL  
Location: **98 Henwood Green Road**  
Proposal: New vehicle access and revised drive layout. Erection of 1.2m high closeboard fence on side boundary and replacement fence to front boundary
- a. Application No. 17/03142/FULL  
Location: **29 Gimble Way**  
Proposal: Single storey rear extension with rooflights. Conservatory extension and garage conversion including raising of garage roof
- b. Application No: 17/03115/FULL  
Location: **Romford House, Kings Toll Road**  
Proposal: Removal of oil fired heating boiler and replacement freestanding heat pump unit
- Application No. 17/02935/FULL  
Location: **50 Herons Way**  
Proposal: Removal of existing flat roofed two storey side extension and canopy structure to be replaced with two storey side extension, removal of single storey rear extension and conservatory and replacement with single storey rear extension and addition to front of existing garage

Members **noted** the Grants.

**5. HIGHWAYS ISSUES.** The following issues had been raised and would be discussed at a meeting with Kent Highways scheduled for Monday 27<sup>th</sup> November.

- A228/Maidstone Road Junction – concern was raised that a turning from agricultural land opposite the junction was being used more and could be dangerous.
- Amberleaze Drive/Highfield Close – a request for double yellow lines was received. Site visits had shown that there was not a significant problem during the week. The problem could be at weekends when the Recreation Ground was being used and would be clarified.
- Woodside Road – a resident raised concerns about the use of Woodside Road as a cut through when Kippings Cross is blocked/busy.
- Church Road/Maidstone Road – local residents had raised concerns about parking on the junction and lack of visibility.

**6. 21<sup>ST</sup> CENTURY WAY CYCLE ROUTE, TUNBRIDGE WELLS – CONSULTATION.** Kent County Council, in partnership with Tunbridge Wells Borough Council is undertaking a public consultation on proposals to improve the cycle route connecting Tunbridge Wells town centre to the North Farm Estate, known as 21<sup>st</sup> Century Way. **ACTION:** The Clerk would add the information to the website and Facebook page inviting residents to respond.



**7. BUS SERVICES IN PEMBURY.** An email has been received from the Head of Public Transport, KCC which outlined a cut in funding resulting in a reduction in bus services which are not commercially viable. A paper is to be presented to the next Environment and Transport Committee at the end of November which will seek a Cabinet Member decision to go to consultation on the plan in mid-January. Further discussion will take place once it is known which bus services are affected. KCC would meet them once the public consultation is launched to explain what is happening, why and to listen to views.

**8. OTHER MATTERS**

- a. **Cornford Court** – this application was due to be discussed at the TWBC Planning committee on 13<sup>th</sup> December.
- b. **A21** – Concern was raised about the slip ways to the A21 which were badly lit and very short. This would be added to the Highways meeting on 27/11/17. Also, graffiti on the new footbridge had been reported to TWBC.
- c. **Lorry Park** – an email from KALC was **noted**.
- d. **Section 106 Meeting with TWBC** – minutes from the meeting on 07/11/2017 were **noted**.
- e. **Woodside additional recreation land** – minutes from the meeting on 09/11/2017 were **noted**. A planning application for change of use was expected shortly.
- f. **Committee** – a draft report about becoming a committee was **noted**. The item would be included at the December Full Council meeting for discussion.

There being no other business, the meeting closed at 8.56pm.

## APPENDIX 2

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MINUTES OF THE ENVIRONMENT, ENVIRONMENTAL ISSUES INCORPORATING  
ALLOTMENTS AND BURIALS WG MEETING HELD ON **MONDAY 20 NOVEMBER** at  
7.30PM AT THE PARISH OFFICE

Present: Cllrs P Gillan (C), Mrs S Sharp (VC), M Hocking, P Kirby and Mrs C Snow  
Deputy Clerk: Yvette Allen

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Mrs J Crowhurst.

2. ACTION UPDATE

The following update was reported.

- a) Padlocks to be put in place this week
- b) Replacement of wooden gate post at allotments – complete
- c) First instalment towards allotment shed – paid. Second instalment due at the beginning of the new financial year
- d) Allotment deposit scheme – deferred
- e) Change of allotment tenancy start date – tenants informed
- f) Additional name for the War Memorial – discussions in progress
- g) Improvements to War Memorial – on agenda
- h) Offer to Litter Pick from RRT – still awaiting confirmation

3. WAR MEMORIAL IMPROVEMENTS

Replacement plaques were discussed, and members acknowledged the potential huge costs involved and suggested that local businesses and village organisations be approached to sponsor a name. A rough estimate of costings was still awaited. **ACTION:** Members to put together a list of potential sponsors. **ACTION:** Deputy Clerk to arrange another short meeting to discuss costs once received.

Cllr Mrs Snow was keen to look into the cost of a poppy drop from a Spitfire at the next Remembrance Sunday. **ACTION:** Cllr Mrs Snow had a contact and would make investigations.

4. TREE WORKS IN PEMBURY BURIAL GROUND

A request had been received for the holly hedge between the Burial Ground and a residence in Hastings Road to be cut back to a manageable height. The groundsmen would then be able to maintain it. Pictures were shown. A quotation had been received for £1680.00 + VAT.

**The WG recommend that this work be carried out in the new financial year.**

5. ALLOTMENT DEPOSIT SCHEME

It was felt that this was not appropriate at this time. Too many of the vacant allotments were overgrown and untidy and an action plan was needed to establish how these plots would be maintained in the future. A meeting was to take place with Cllr Hocking, the groundsmen and the officers later that week.

Letters had been written to tenants who had not cultivated their plots to the required standard. If no reply was received after 28 days, a further 28 days' notice to quit would be sent.

6. ALLOTMENT CLEAN UP DAY

The Allotment Committee had scheduled a meeting and would arrange a clean-up day. There would be no Parish Council involvement.

7. NATIONWIDE TREE PLANTING SCHEME

The Rotary, in conjunction with the Woodland Trust, have an initiative to plant trees throughout the country by Earth Day on 22 April 2018. Pembury Parish Council has been asked if it would consider having trees planted in the village and if so where. The Rotary would fund and plant the trees. Tree Warden, Hugh Boorman was in favour and had suggested along the Old Coach Road.

**The WG recommend that the Rotary be asked to plant trees along the Old Coach Road.**

8. FUTURE MEETING DATE

The next WG meeting was scheduled for 19 February 2018.

9. OTHER

- a) St. Peters Church – After felling of some of the trees in the driveway, concrete pillars belonging to Town & Country (T & C) had been uncovered and needed to be removed.  
**ACTION:** Clerk to speak to T & C.
- b) Two bags of daffodil bulbs had been donated by Notcutts. The majority had been planted at the War Memorial and it was noted that the remainder would be planted at Woodsgate by the Cubs.

There being no other business, the meeting closed at 8.25pm.

## APPENDIX 3

<b>PEMBURY PARISH COUNCIL</b>			
<b>Accounts for Payment - December 2017</b>			
<b>ACCOUNTS FOR PAYMENT</b>			
758	Vasile Mihalceanu	Office Cleaning - replacement of chq 724	£ 96.00
759	Clubb Security	Repairs to Office door lock	£ 114.60
760	Barge Group Ltd	Repairs to Play Area	£ 1,263.60
761	Columbaria	Memorial Plaque	£ 115.00
762	Trade UK	Torches, Cable Ties - Firework Event	£ 53.00
763	South East Water	Supply - Allotments	£ 87.84
764	South East Water	Supply - Allotments	£ 36.12
765	AffinIT	Office 365 x 2	£ 18.72
766	SLCC	Clerk's Subscription	£ 238.00
767	Ben Gilchrist	Winter PVN Production	£ 1,270.00
768	SKF Contractors	Road Closure Mgmt - Remembrance	£ 120.00
769	Columbaria	Tools for Memorial Wall	£ 19.50
770	Streetlights	Repairs to Col. 18 - Henwood Green Rd	£ 72.30
771	KALC	Clerk Training - Data Protection Regs	£ 36.00
772	Kidmans	Machine Repairs - Enviro Volunteer Group	£ 425.28
773	Streetlights	Repairs to Col. 34 - Woodside Road	£ 171.30
774	South East Water	Supply - Woodside	£ 41.00
775	Vitax	Linemarker sundries	£ 46.85
776	KCC re: Kent Pension Fund	Pensions - Nov 2017	£ 2,342.97
777	Post Office Ltd	Tax/NHI - Nov 2017	£ 2,890.21
778	Kidmans	Machine Repairs - Enviro Volunteer Group	£ 249.22
779	Cllr Mrs Crowhurst	Expenses - incl. Pride in Pembury prizes	£ 305.97
780	KCC CS	Fire Extinguisher Maintenance	£ 36.00
781	David Buckett	Interim Internal Audit	£ 381.50
782	Viking	Office Stationery	£ 214.99
			<b>£ 10,645.97</b>
DD	Public Works Loan Board	Loan Repayment	£ 2,059.48
DD	Tunbridge Wells BC	Depot Rates	£ 457.00
DD	Tunbridge Wells BC	Office Rates	£ 348.00
DD	O2	Mobile Telephone x 3	£ 70.42
DD	EDF	Supply	£ 163.94
DD	EDF	Supply	£ 19.00
DD	The Business	Petrol/Diesel	£ 169.51
DD	Sage	Sage Accounts - November	£ 72.00
			<b>£ 3,359.35</b>
CC	Tate Fencing	Posts - repairs at Old Church	£ 74.41
			<b>£ 74.41</b>
<b>SALARIES - NOVEMBER</b>			
AP	Total Salaries		<b>7326.25</b>
<b>TOTAL PAYMENTS</b>			
			<b>£ 21,405.98</b>