



To all Members of Pembury Parish Council

Cllrs Barrett, Birch, Brooks, Gautam, Hall, Reilly, Snow, Stratton, Weaver & Webster

You are hereby summoned to attend the Meeting of **Pembury Parish Council** on **Monday 4 March 2024** at **7:15pm** at the Pembury Baptist Church Hall, Romford Road, Pembury.

H Munro

Helen Munro
Parish Clerk

Date of Issue: 27 February 2024

Members of the Public and Press are welcome to attend

A G E N D A

1. **APOLOGIES FOR ABSENCE.** To receive and note apologies for absence from Parish Councillors.
2. **DECLARATIONS OF INTEREST.** To receive declarations of pecuniary and non-pecuniary interests. None

The disclosure must include the nature of the interest. If you become aware, during the course of a meeting, of an interest that has not been disclosed under this item, you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial. A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter.

3. **CHAIR'S ANNOUNCEMENTS.** To receive announcements
4. **OPEN SESSION.** To adjourn the meeting to enable any members of the public present to address the Council.

To allow Members of the public residing or working within the Council's boundary an opportunity to make representations or put questions to the Council for a maximum of 3 minutes per person. This item of business to last no more than 10 minutes as per the Council's Standing Orders. Please note there can be no discussion of these items and issues will either be addressed elsewhere on the agenda or be referred to a future meeting of the Committee. For further information please see [our website](#)

5. **MINUTES.** To receive and approve the minutes of the meeting held on 5 February 2024 for signature.
6. **COMMITTEE & WORKING GROUP MINUTES.** To note draft minutes of Committees and/or Working Groups for adoption and receive verbal report and update from Committee or Working Group Chairs:
 - a. Planning & Highways Committee – 19 February 2024

7. **CLERK'S REPORT.** To receive report and update on previous actions, on-going projects and any urgent actions taken.
8. **REPORTS OF COUNTY & BOROUGH COUNCILLORS.** To receive reports.
9. **EXTERNAL BODIES.** To receive and note any reports from representatives of External Bodies or other meetings attended.
10. **RECOMMENDATIONS FROM COMMITTEES & WORKING GROUPS.** To consider recommendations:

Events Working Group
 - a. To approve purchase of additional equipment for the PA system and hire funds from another budget.
11. **MOTION FROM CLLR WEBSTER.** To consider biodiversity photographic competition as part of the Great Big Green Week and agree prizes for winners.
12. **INDEPENDENT ADVISORY GROUP TO KENT POLICE.** To note invitation to meet and agree attendees. Suggested dates are 19/03, 20/03, 21/03 or 22/03/2024.
13. **MEETING WITH DEVELOPER OF PE2 ON 7 FEBRUARY 2024.**
 - a. To receive minutes from meeting.
 - b. To note public exhibition.
14. **INSURANCE RENEWAL 2024.** To consider quotes for Council insurance for 2024-25.
15. **FINANCIAL INFORMATION.**
 - a. To receive and approve the Accounts for Payment.
 - b. To authorise disposal of mowers.
16. **RISKS.** To consider any new risks affecting the Council and actions required.
17. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** For information only.
18. **FUTURE MEETINGS.**
 - a. Full Council – Monday 8 April 2024 at 7:15pm at Pembury Baptist Church Hall.
 - b. Annual Parish Meeting – Thursday 25 April 2024 at 7:15pm at Pembury Village Hall – to finalise format.
19. **CLOSED SESSION.** Pursuant to Section 1(2) of the Public bodies (Admission to meetings) Act 1960, to consider excluding the public and press from the

meeting for the next items of business on the grounds that it will involve the likely disclosure of exempt information.

20. **LEGAL MATTERS.**

- a. To note letter and advice received.
- b. To agree next steps.

21. **ENFORCEMENT ACTION.** To receive update.

Minutes of the **FULL COUNCIL** meeting held at Pembury Baptist Church, Romford Road on Monday **5 February 2024** at 7.15pm.



Councillors Present:

Cllr K Brooks (Chair)	Cllr G Hall
Cllr N Stratton (Vice-Chair)	Cllr D Reilly
Cllr A Birch	

Apologies:

Cllr M Barrett	Cllr M Weaver
Cllr C Snow	Cllr J Webster

Officers Present:

H Munro (Clerk)	Y Allen (Deputy Clerk)
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Others present:

Borough Cllr P Roberts
Three members of the public

23/423. **APOLOGIES FOR ABSENCE.** Apologies were received from Cllrs M Barrett, C Snow, M Weaver and J Webster. The apologies and reasons were accepted.

Cllr V Gautam was not in attendance.

23/424. **DECLARATIONS OF INTEREST.** There were none.

23/425. **CHAIR'S ANNOUNCEMENTS.**

- The Chair sent wishes to King Charles III following his recent diagnosis.
- She mentioned that the Countryfile television programme had broadcast an item about grants/funding for trees which were available.

23/426. **OPEN SESSION.** Three members of the public had attended to hear Councillors' views on the item about planning application 23/03419/FULL at Cornford Court.

23/427. **MINUTES.** It was **RESOLVED** that the minutes of 8 January 2024 be approved with one amendment to minute reference 23/347. Once amended, they were signed by the Chair as an accurate record.

23/428. **COMMITTEE & WORKING GROUP MINUTES.** It was **RESOLVED** to approve the draft minutes of the following Committee. Verbal updates were noted.

- a. Climate & Environmental Action Working Group – 10 January 2024
- b. Open Spaces Committee – 15 January 2024

- c. Events Working Group – 16 January 2024.
- d. Pembury Village News Advisory Group – 17 January 2024
- e. Finance & HR Committee – 22 January 2024
- f. Planning & Highways Committee – 22 January 2024

23/429. **CLERK'S REPORT.** The following report was noted:

- a. Appeal against Enforcement Notice – The Meadows, Past Heap Farm.
An update from the Planning Inspector is awaited.
- b. Priorities Review. A meeting to discuss the priorities further is to be arranged.
- c. Enforcement Action. An update on newly issued enforcement notices was reported.
- d. Streetlight – convert to LED. The contractor has been appointed and the work is scheduled in February.
- e. Trees to be planted in Belfield Road. The landowner has agreed in principle to allow tree planting in the verge.
- f. Hastings Road Gateway. A rough cost of £3,000 for a replacement gate has been provided by Kent County Council. This high cost has been queried.
- g. Request from Pembury Baptist Church. A request to hold an Easter Service on the Village Green approved by the Clerk was noted.
- h. St. Peter's Upper Church. A request to hold a concert on the front lawn at the Church in June approved by the Clerk was noted.
- i. Meeting with Developer of PE2. This was scheduled for 7 February 2024 at 11.30am in the Parish Office.
- j. Recreation Ground. Further to recent storms, a report of a branch falling from a tree in Lower Green Recreation Ground into a resident's garden was made. No damage or injuries occurred.

23/430. **ALLOTMENT TRACK.** Remedial work to repair the track had been carried out by the neighbouring developer and was now complete. It would continue to be monitored.

23/431. **REPORT OF COUNTY/BOROUGH COUNCILLORS.** A formal invitation had inadvertently not been issued, Cllrs P Barrington King and D Hayward sent their apologies and were not in attendance.

a. Reports were received and the following were noted:

- Planned repairs to streetlights in Pembury were discussed at a recent Joint Transportation Board meeting.
- Traffic into the new Owlsnest development on Tonbridge Road was being re-designed. Plans had been requested and were awaited.
- The £100,000 Community Support Fund had been shared between five organisations.
- A request to post details of the William Strong Foundation on the Parish Council website and Facebook was made.

b. Local Plan update. Consultation on the Local Plan would run from 15 January 2024 to 26 February 2024.

23/432. **EXTERNAL BODIES.** The Chair had attended the Village Hall Management Committee meeting and gave the following update:

- A new CCTV camera had been set up and was proving to be very helpful.
- A new cleaning contract was working well.

23/433. **COMPLAINT.** A response from Tunbridge Wells Borough Council (TWBC) had been received. It was **RESOLVED** to send a letter to Greg Clark MP to update him on the existing issues and to write to the Environment Agency and South East Water directly to ask their position on enforcement action. The Head of Planning at TWBC would be notified of the Parish Council's actions.

23/434. **PLANNING APPLICATION.** The following application was briefly discussed:

- a. 23/03419/FULL – Cornford Court, Cornford Lane – Demolition of existing single-storey structure and erection of a part two/part three storey Assisted Living unit (use C2) comprising of 69 two-bedroom suites along with a gym, community room and hydrotherapy pool along with associated car parking, landscaping and alterations to site levels.

It was **RESOLVED** that the application would be further considered at the next Planning & Highways Committee meeting on 19 February 2024. It was **RESOLVED** that the Parish Council's planning consultant, Alison Eardley be appointed to assist the Parish Council with their response. Her fee would be paid out of reserves for 'Professional and Planning Fees'.

Cllr Roberts left the meeting at 8.07pm.

23/435. **LOCAL PLAN CONSULTATION.** It was **RESOLVED** to approve the recommendation from the Planning & Highways Committee not to submit a response to the consultation.

23/436. **COMMITTEE AND WORKING GROUP MEMBERSHIP CHANGES.** It was **RESOLVED** to approve the following changes:

- Open Spaces Committee – Cllr Reilly is to stand down
- Climate and Environmental Action Working Group – Cllrs Reilly and Hall are to stand down
- Events Working Group – Claire Boffey is to stand down; Cllr Hall is to join
- PVN Advisory Group – Cllr Reilly is to stand down.

23/437. **RECOMMENDATIONS FROM COMMITTEES & WORKING GROUPS.** The following were considered:

Events Working Group

- a. It was **RESOLVED** to approve the format and budget for Pembury in the Park 2024. The date of 6 July and the timing of 3pm to 7pm were agreed.
- b. It was **RESOLVED** to approve the format and budget for the Fireworks Display 2024. The date of 1 November was agreed.

PVN Advisory Group

- c. It was **RESOLVED** to approve the recommendation to review the PVN printer on a three year cycle.

Open Spaces Committee

- d. A verbal report was given on an initial discussion with TWBC regarding Biodiversity Net Gain in local woodlands and it was **RESOLVED** to await further details before any decisions were taken.
- e. It was **RESOLVED** to go ahead with the repair work to memorials and to appoint Contractor B, Downsvie Memorials at a cost of £1,470. The work to be phased over financial years 2023/24 and 2024/25. Any remaining budget from 2023/24 to be put into an earmarked reserve for spending in 2024/25. Additional funding for the earmarked reserve to cover the costs to be considered at year end. An annual budget to be included to cover unforeseen costs.

- f. It was **RESOLVED** to reconsider the memorial policy at the next Open Spaces Committee meeting, in particular to consider whether to reduce the maximum height of memorials to 2ft.

Finance & HR Committee

- g. It was **RESOLVED** to approve the IT Policy Disclaimer for Councillors to sign annually.
- h. It was **RESOLVED** to approve the annual risk assessment.
- i. It was **RESOLVED** to approve the system of internal control and its effectiveness.
- j. It was **RESOLVED** to note the Interim Auditor's Report and its recommendations.
- k. It was **RESOLVED** to approve the appointment of Mulberry & Co as Internal Auditors for a three year period.

Planning & Highways Committee

- l. It was **RESOLVED** to approve the Protocol for future meetings with developers.

23/438. **PEMBURY BOWLS CLUB.** It was **RESOLVED** to approve the request for signage to be erected at the Bowls Club in principle. The colour of the sign needed to be revised.

23/439. **FINANCIAL INFORMATION.**

- a. It was **RESOLVED** to approve the Accounts for Payment for January 2024 of £21,305.80. A transfer from NatWest to Unity Bank of £30,000 was approved by **RESOLUTION**. Approved payments are listed in Appendix 1.
- b. It was **RESOLVED** to approve the Income and Expenditure report to 31/12/2023.
- c. It was **RESOLVED** to approve the Bank Balances as at 31/12/2023.
- d. It was **RESOLVED** to approve the Earmarked Reserves as at 31/12/2023.

23/440. **RISKS.** There were none.

23/441. **QUESTIONS FROM COUNCILLORS AND FUTURE AGENDA ITEMS.** There were none.

23/442. **FUTURE MEETINGS.** The following dates were noted:

- a. Full Council – Monday 4 March 2024 at 7.15pm at Pembury Baptist Church Hall.
- b. Annual Parish Meeting – Thursday 25 April 2024 at 7.15pm at Pembury Village Hall.

The residents left the meeting at 8.28pm.

23/443. Pursuant to Section 1(2) of the Public Bodies (Admission to meetings) Act 1960, it was **RESOLVED** to exclude the public and press from the meeting at 8.29pm for the next item of business on the grounds that it would involve the likely disclosure of exempt information.

23/444. **HR MATTERS.** It was **RESOLVED** to agree the salary review for 2024/25.

There being no other business, the meeting closed at 8.34pm

Signed: _____ Date: _____
Chair

Our Ref:	Payee	Description	Total £
ACCOUNTS FOR PAYMENT - PAID			
5071	Pembury Village Hall	Annual Parish Meeting hall hire	88.25
			88.25
ACCOUNTS FOR PAYMENT BY BACS - FEBRUARY 2024			
02/154	HMRC	Tax/NI	2,717.80
02/155	Kent Pension Fund	Pensions	2,833.37
02/156	Flash Welding	Weld allotment padlock to chain & gate	72.00
02/157	B&Q	Groundsman boots, pressure washer & supplies	275.08
02/158	Phoenix Fireworks	25% Deposit for 2024 display	1,851.30
02/159	KALC	Training - Cllr Barrett	60.00
02/160	TWBC	Uncontested election charges	1,107.33
02/161	Kidmans	Service Stihl BG86	119.32
02/162	Heliocentrix	IT support & Microsoft accounts January 2024	194.99
02/163	Kent Wildlife Trust	Annual Corporate Subscription	118.80
02/164	Tivoli	Dog bin empties January 2024	189.00
02/165	Wanstall Farms	Delivery, erection and disposal of Christmas tree	300.00
02/166	Capel Groundcare	Supply & installed dropped bollard at LG Rec	609.30
02/167	Wise Stonecraft	Gravedigging January	850.00
			11,298.29
DEBIT CARD - JANUARY 2024			
DC 01/73	Ye Old Cobblers	Plaque for Coronation Tree Avenue & meadow	44.95
DC 01/74	Amazon	Blue roll	6.95
DC 01/75	Amazon	Hand towels	13.99
DC 01/76	Amazon	toilet rolls	23.99
DC 01/77	Amazon	Extension lead for meeting room	9.91
DC 01/78	Amazon	Litter pickers	33.98
			133.77
DIRECT DEBITS - JANUARY 2024			
DD 01/132	Wex	Fuel Charges	21.60
DD 01/133	TWBC	Council Tax - depot & office	901.00
DD 01/134	Wex	Fuel Charges	51.91
DD 01/135	KCC	Photocopying Charges	170.96
DD 01/136	BT	Telephone & Broadband	77.57
DD 01/137	Castle Water	Water - Lower Green Rec	46.30
DD 01/138	SSE	Electricity - Unmetered Supply	163.53
DD 01/139	Sage	Payroll support	15.60

Appendix 1
Accounts for payment

DD 01/140	Castle Water	Water - LG Cemetery	7.19
DD 01/141	Castle Water	Water - Pembury Burial Grounds	2.67
DD 01/142	Castle Water	Water - allotments	10.55
DD 01/143	Veolia	Waste charges	69.05
DD 01/144	O2	Mobile phone charges	102.58
DD 01/145	Southern Electric	Electricity Office	449.46
DD 01/146	Wex	Fuel Charges	90.30
			1,640.51
CONFIDENTIAL SALARIES - JANUARY 2024			
CS 01/10			8,144.98
TOTAL EXTERNAL PAYMENTS			21,305.80
Internal Payments - February 2024			
Chq 5072	Pembury Parish Council	Funds for Unity Bank Account	£ 30,000.00
TOTAL INTERNAL PAYMENTS			£ 30,000.00

Minutes of the meeting of the **PLANNING AND HIGHWAYS COMMITTEE** held at the Parish Council office on Monday **19 February 2024** at 3.30pm.



Councillors Present:

Cllr G Hall (Chair)

Cllr D Reilly (Vice Chair)

Cllr M Barrett

Cllr N Stratton

Cllr J Webster

Absent:

Cllr V Gautam

Officer Present:

Yvette Allen (Deputy Clerk)

Others Present:

Five members of the public

- 23/445. **APOLOGIES FOR ABSENCE.** There were none. Cllr Gautam was not in attendance.
- 23/446. **DECLARATIONS OF INTEREST.** Cllr Reilly wished it to be recorded that he had spoken against the original planning application 17/01151/FULL at Cornford Court in 2017.
- 23/447. **MINUTES.** It was **RESOLVED** that the minutes of the meeting held on **22 January 2024** be approved with an amendment to the arrival time of the Cllr Hall. Once amended, they were signed by the Chair as an accurate record.
- 23/448. **CHAIRMAN'S ANNOUNCEMENTS.** There were none.
- 23/449. **OPEN SESSION.** Residents spoke about concerns with planning application 23/03491/FULL and were interested to hear the Parish Council's views.
- 23/450. **CLERK'S REPORT.** The following report was noted:
- a. Section 106. A response from the Kent Highway Services Engagement Officer has been received. Further detail to be requested.
 - b. Speeding in the village. Another 30mph banner is awaited from Kent Highway Services. Bin stickers are to be distributed along the High Street and Hastings Road. This could be done with the next PVN delivery round.
 - c. 23/03491/FULL – The Frith, 39 Lower Green Road. This application had been called in by Borough Cllr Barrington-King and an update is awaited.

- d. 22/03534/LAWPRO – 5 Lower Green Road. A response regarding conditions had been received. The proposal complied with the requirements for the Caravan Act and there would not be any conditions.
- e. Hastings Road Gateway. It was reported that the wood on the bottom of the gateway was rotting and would be difficult to repair. As it was the responsibility of KCC it would be reported to them to deal with.

23/451. **PLANNING APPLICATIONS.** The following were considered and it was **RESOLVED** to submit the following responses to Tunbridge Wells Borough Council (TWBC):

23/452. It was **RESOLVED** to bring forward the discussion on 23/03419/FULL.

a. **23/03419/FULL** **Cornford Court**

Demolition of existing single-storey structure and erection of a part two-part three-storey Assisted Living unit (use C2) comprising of 69 two-bedroom suites along with a Gym, Community Room and Hydrotherapy pool along with associated car parking, landscaping and alterations to site levels.

It was **RESOLVED** to object to the application due to concerns about the Scale & Design, the impact on Access and Traffic, Green Infrastructure and Sewerage & Drainage Infrastructure and the final response will be delegated to the Clerk in consultation with committee members by email.

The residents left at 5.06pm.

b. **24/00220/FULL** **Orchard View, Stone Court Lane**

Lower and upper ground floor extensions with 2 box dormers to front and rear roof slopes.

SUPPORT

c. **24/00248/FULL** **7 The Forstal**

Demolition of garage and erection of single-storey side and rear extension and enlarged dormer.

SUPPORT

d. **24/00271/FULL** **23 Cornford Park**

Conversion of existing detached garage to annexe.

SUPPORT

e. **24/00376/TPO** **Old Coach Road, Pembury**

Trees: ASH (0330) – Fell; ASH (0331) – Fell; ELM x 2 (0332) – Fell; ASH (0333) – Reduce faulted limbs 30%; ASH (0334) – Pollard to 10m; ASH (0335) – Pollard to 15m; BEECH (2574) – Reduce western limb with cavity, end weight reduction 30%; BEECH x 2 (2585) – Reduce crown 30%.

SUPPORT

23/453. **OTHER APPLICATIONS.** There were none.

23/454. **LATE PLANNING APPLICATIONS.** There were none.

23/455. **OTHER LATE APPLICATIONS.** The following applications were noted.

a. **24/00276/SUB** **Howfield Farm, Chalket Lane**

Submission of details in relation to Condition 6 (External lighting); Condition 8 – (Biodiversity enhancement) of 23/01237/FULL.

b. **24/00375/TCA** **Village Green, Pembury**

Trees in Conservation Area Notification – OAK (0323) – Raise canopy to 3 metres.

c. **24/00367/LDCEX** **Amhurst Hill Farm, Amhurst Bank Road**

Permanent siting of mobile home.

23/456. **DECISIONS.** The following applications granted, refused, amended or withdrawn since the last meeting were noted:

a. **23/03288/FULL** **5 Ridgeway**

Demolition of garage, construction of new side extension GRANTED to house new accessible facilities.

b. **23/03238/FULL** **The Corner House, 1f Beagles Wood Road**

Single-storey side extension to existing dwelling. GRANTED

c. **23/02170/FULL** **36 Henwood Green Road**

Demolition of existing buildings and erection of a detached dwellinghouse and attached car port and GRANTED

shared access with retained existing dwelling with
revised car parking.

d. **23/01962/FULL**

**Land on the South-West of Redwings
Lane**

Construction of agricultural barn

NOT
PROCEEDED
WITH

- 23/457. **LATE PLANNING DECISIONS.** There were none.
- 23/458. **PE2 HUBBLES FARM PROPOSED DEVELOPMENT.** The minutes of the meeting held with developers and a public exhibition on 27 February 2024 were noted.
- 23/459. **LOCAL PLAN.** There was no update.
- 23/460. **ENFORCEMENT.** There was dissatisfaction at the lack of action by the Environment Agency and the water companies regarding the health and safety issues of potential contamination of the water supply at a local site. A further response from Greg Clark, MP is awaited.
- 23/461. **LETTERS FROM PEMBURY PRIMARY SCHOOL.** Letters from children from the Primary School had been received giving their views about new housing proposals. Cllr Hall offered to speak to them about the planning processes.
- 23/462. **TRAFFIC AT PEMBURY SCHOOL.** The Parish Council had been copied into a letter written by a resident to Kent County Council expressing serious concerns about traffic and parking issues at the school. An acknowledgement is to be sent stating that the school and Kent Highway Services are working on a traffic plan. It is also on the Parish Council's Highways Improvement Plan.
- 23/463. **RISKS.** There were none.
- 23/464. **QUESTIONS FROM COUNCILLORS OR AGENDA ITEMS FOR FUTURE MEETINGS.** There were none.
- 23/465. **FUTURE MEETINGS – Monday 18 March 2024** at 3.30pm at the Parish meeting room.

There being no other business, the meeting closed at 5.26pm.

Signed:

Chair

Date:

Report to: Full Council
Date of meeting: 4 March 2024
By: Clerk
Subject: Clerk's Report

Decision/s Required: To note update

Update on outstanding actions from previous meetings not elsewhere on the agenda

1. Appeal against Enforcement Notice – The Meadows, Past Heap Farm

An update from the Planning Inspector is awaited.

2. Trees to be planted in Belfield Road

The landowner has agreed in principle to allow tree planting in the verge.

3. Hastings Road Gateway

A rough cost of £3,000 for a replacement gateway has been provided by Kent County Council. This high cost has been queried.

4. Urgent work to memorials

The contractor has been appointed to undertake all work in Lower Green Cemetery before the end of the financial year end. This work is within budget. Other work approved will be scheduled in the new financial year.

Items to note

5. Vandalism / Damage

Nothing to report.

6. Other / Urgent actions taken

Nothing to report.

Project Name	Update
Full Council	
Annual Parish Meeting	Work to begin on posters and information in due course.
Finance & HR Committee	
Banking and investments	Research into additional bank accounts to be considered at the next committee meeting.
Final Internal Audit	Scheduled on 24 May 2024.
Planning & Highways Committee	
TWBC Local Plan	The public consultation ended on 27 February 2024. An update to be reported in due course.
Enforcement	A confidential update to be reported at the March 2024 Full Council meeting.
Streetlight replacement LEDs	All streetlights have now been replaced with LEDs. An application to UK Power Network to be made to change the basis of electricity charging.
Hastings Road Gateway replacement	A query to Kent County Council about the high cost of the replacement gateway has not been answered.
Open Spaces Committee	
Burials	There was one interment of ashes and one burial in February. Three burials are booked for March. A Statutory Declaration for a Transfer of a Deed of Grant was also produced.
Headstone Inspections	Downsview have been appointed to carry out repair work (two urgent) in Lower Green Cemetery in 2023/24. The remainder of the work to be scheduled in the next financial year.
Old Church Paving	SKF Contractors have been appointed and work started on 26 February 2024.
Trees	A planning application for work to Parish Council owned trees with a TPO and/or in the conservation area have been submitted and confirmation is currently awaited. Works to be scheduled in the new financial year once approval received.
Allotments	Two vacant plots have been let.

Project Name		Update
Dog bins		In principle agreement to have a dog bin on the corner of Henwood Green Road and Henwood Crescent has been confirmed. To be actioned.
RoSPA Report		A contractor has been appointed for the remaining work and parts are awaited. Quotes for repairs to playground wet pour surface are being obtained for presentation to the next committee meeting.
Improvements to recreation ground		Future improvements to be discussed at the next committee meeting.
Climbing Frame in LG Rec		To be discussed at the next committee meeting.
Litter picks		The next litter pick on 23/03/2024 is being arranged. We Waste Ltd to support the events. We are awaiting confirmation from RRT as to whether they can attend. Other litter picks are scheduled on 15/06/2024 and 28/09/2024.
Working Groups		
Climate & Environmental Action Working Group		The next meeting is scheduled on 06/03/2024. The twitten signage has been installed and a grant application form has been submitted. In principle approval to allow tree planting on the large verge in Belfield Road has been given. To be actioned.
Community Events WG		The next meeting is scheduled on 12/03/2024.
PVN WG		The spring edition of the PVN to be delivered in the week commencing 4 March 2024.
Section 106 WG		A response from the Head of Planning is still awaited. A Working Group meeting to be arranged once advice has been received.
Communications		
Social Media		<div> Facebook followers: Increase: 0.5% 23/02/2024 – 976 26/01/2024 – 971 </div> <div> Instagram followers: Increase: 0% 23/02/2024 – 251 24/01/2024 – 251 </div>

Project Name	Update
PVN	The spring edition of the PVN to be delivered in the week commencing 4 March 2024.
Annual Report	Included in the Spring edition of the PVN.
Office	
Enquiries from the public / residents	We have received 44 enquiries from members of the public that are either completed or ongoing since previously reported. 82% of enquiries were made via email/website contact form, 11% by phone and 7% in person (0% of which were map sales).
Electrical inspection	An inspection took place at the office and depot and their report is awaited.
General Grounds Maintenance	
Winter tasks	Grass cutting has now stopped, and the groundsmen are undertaking winter tasks.
Grounds equipment servicing	To be completed by the end of March.
Projects on hold / delayed	
Lower Green Recreation Ground	Skate Park
Tree planting	A request for new trees to be planted in the Coppice to be considered.
White lines on sleeping policemen – LG Rec	Work to refresh white lines on sleeping policemen to be scheduled in Spring.
Shipping Container:	Options for replacement storage to be explored.
Archiving	Further work is required.
New telephone system	Quotes needed to move to digital telephones.
Solar Panels	On hold. Climate & Environmental Action Working Group to review again later in 2024.



Dear Parish Councillors,

I trust you are all doing well.

I am Laura Toop, and it is with great pleasure that I introduce myself as the new District Chair for the Independent Advisory Group (IAG) to Kent Police for the Tunbridge Wells District. Some of you may already be familiar with the IAG—or its former incarnation, the IPAG—while for others, this may serve as an introduction to the vital role we play in bridging the gap between the police force and the community.

The IAG is comprised of public members who offer guidance and innovative perspectives to the police, ensuring that the services provided are effectively tailored to the unique needs of our community. Our function is to constructively critique and advise, essentially serving as a 'critical friend' to the police, thereby enhancing accountability, transparency, and the overall quality of policing.

While we would value your attendance at the regular IAG meeting on Wednesday, 13th March at 10am at the Tunbridge Wells Police Station, I believe it would be more beneficial for you to join us at a separate, dedicated meeting. This will allow us to provide a comprehensive overview of the IAG's objectives, discuss our key initiatives for the year, and address any questions, feedback, or concerns you may have in a focused setting.

To this end, I propose one of the following dates and times for our meeting, to be held online for everyone's convenience.

- Tuesday, 19th March, at 10am
- Wednesday, 20th March, at midday.
- Thursday, 21st March, at 3pm
- Friday, 22nd March, at 10am

Please advise by return which of these options suits you best, or if there is another time that would be more convenient for you.

I am excited about the prospect of working closely with each of you. Our collaboration is fundamental to creating a robust and representative IAG, and, by extension, a safer, more inclusive community.

Thank you for your attention to this matter, and I eagerly await your responses.

Best wishes,

Laura Toop

District Chair, Independent Advisory Group to Kent Police

Tunbridge Wells District

Present:

Ben Johnson – Obsidian – Planning Director
Graeme Warriner – Stantec – Planning team
Kate Greatrix – Stantec – Communications and Engagement team
Cllr Nigel Stratton – PPC (Chair of the meeting)
Cllr Katy Brooks – PPC
Cllr Graham Hall - PPC
Cllr Christine Snow – PPC
Helen Munro – Clerk

1. **Welcome**

Cllr Stratton welcomed everyone to the meeting, and everyone introduced themselves.

2. **Purpose & confirm minutes will be published in public domain**

It was agreed that minutes of the meeting will be taken and circulated to all. The minutes would not be confidential. The project team are here to brief representatives of Pembury Parish Council (PPC) and for PPC to clarify any items.

Any future publicity as a result of this meeting should be agreed between PPC and Developers and a copy is sent out to each other in advance, to get the other parties' agreement to what is being said.

3. **General Update on the Development**

- a. The emerging proposals had already been shared with Tunbridge Wells Borough Council (TWBC) in their pre-application meetings. The current indicative layout has changed from previous version.
- b. 103 dwellings are currently proposed. The mix of housing is not yet agreed.
- c. The pedestrian and cycle link from PE3 has been simplified and the main pedestrian / cycle link goes through middle of site then drops down to the existing footpath by A21.
- d. The green open space area has been enlarged from previous plans. It will include natural green play space.
- e. Existing farm buildings on the site will all be demolished.
- f. The entrance road will be widened from the existing Hubbles Farm entrance off Hastings Road, opposite Belfield Road. Modelling for the entrance has

been undertaken and shows it is effective. One of the existing houses fronting Hastings Road would be demolished to allow for a sufficiently wide access road. A raised platform is proposed at the junction to slow traffic.

- g. Traffic calming measures would be installed along Hastings Road including narrowing the road in places and adding parking bays. This has been discussed in detail with Kent Country Council (KCC) who agree with the approach. Full details of the scheme have not been agreed yet. Details of the current scheme to be shared with PPC.
- h. Developers of PE1, PE2 and PE3 continue to work collectively on the transport scheme for the whole area. However, the PE1 development is further behind the other two sites but they have given agreement in principle.
- i. There will be a viewing corridor through the site from close to the A21 over the green open space in the development, across the village and beyond to the Weald.
- j. Topography and landscape levels are currently being reviewed.
- k. A 40m buffer zone is included in the scheme between the A21 and housing with the exception of a small amount of the housing being in a 30 to 40m buffer zone.
- l. Specialist consultants have been appointed to undertake air quality tests.
- m. The plans show 40 dwellings per hectare in the built section of the northern section of the site near existing houses. It reduces to 35 dwellings per hectare in the built section of the southern area near the A21. The average for the whole site is 21 dwellings per hectare, which includes the public open space.
- n. There is 2.13 hectares of green infrastructure and 2.93 hectares of developable area currently proposed.
- o. Biodiversity Net Gain (BNG) will be required for the site.
- p. Trees will include native and other locally distinctive varieties.

Affordable housing will be 40% of the total number of dwellings, likely to be 41 units. They will work with TWBC to provide the housing mix required by them which will meet the Government definition of Affordable housing at the time. They would be working on a more detailed plan in the next couple of months and would share the range of likely dwelling sizes with PPC once they had done so.

- q. The area set aside for future expansion of the cemetery will be released in two tranches. The first will be the western half of the site. The eastern side will be released in approximately 50 years. In the meantime, the eastern side will be used for natural green open space and will be managed for biodiversity. Legal agreements would be needed to ensure this happens.
- r. An outline application to be submitted to TWBC first and then a 'Reserved Matters' application to follow in due course. An outline application will confirm which areas are to be built on, which areas are open spaces, the maximum heights of buildings, the maximum density, access to the site and landscaping. The outline application stage still allows a degree of flexibility.
- s. Submission of the outline application is likely to be in May 2024. If everything went to plan building could start from end of 2025 at the earliest.

4. **General Update on Community Engagement**

- a. Liaison with PPC was the first step with their community engagement. They would liaise with ward councillors next then go out to key local groups such as the Pembury Society, local schools, doctors' surgery. The dentist and Cricket Club were also suggested as key stakeholders.
- b. A public exhibition in the pavilion would be held on Tuesday 27 February from 2pm to 7:30pm.
- c. An online webinar was planned for Wednesday 28 February from 6pm.
- d. There will be a dedicated website with information and answers to queries raised.
- e. The public consultation will start on 27 February and run until 15 March.
- f. A leaflet flyer would be delivered to 658 homes around the development site to advertise the public events. PPC requested that all homes in the village be included rather than limiting it around the site, which was agreed by the developer. Delivery is likely to be from 15 February.
- g. Posters would also be displayed around the village in various sites.
- h. Information will also be shared via social media using the local village groups.
- i. They will feedback to PPC on the feedback received and any changes proposed as a result of the consultation.

5. Questions

- a. Traffic calming along Hastings Road was queried and would have a significant impact on people parking their cars there. Narrowing the road would cause problems for buses and large vans to get through. The scheme to be shared with PPC.
- b. The intention is to make Hastings Road a slower road, reducing speed to 20mph. The Transport consultant will be at the public consultation events.
- c. The capacity of the site entrance was queried. However, it was confirmed that the entrance had been modelled to ensure lorries could access the site without any issues.
- d. Concern was raised about the junction of the new development, Hastings Road and Belfield Road as historically there had been fatalities here before the bypass was built.
- e. A query about consultation with emergency services to ensure emergency vehicles are not negatively impacted by the traffic calming measures was raised. They had been consulted.
- f. Concern about the air quality and noise nuisance from the A21 was raised. The design and layout of the site would minimise the impact of the noise from the A21. A 1.8m acoustic fence might be needed and would be landscaped. An air quality assessment would be undertaken. It was highlighted that the A21 was used more in the summer months, causing serious congestion along the A21. The A21 is likely to be dualled from Blue Boys in the long term but it was a long way off.
- g. Concern was raised about the narrowness of the footpath by A21 which was not currently suitable for a cycleway. A query was raised to clarify what needs to be done to designate the path for cycling.
- h. Concern about who can get the affordable housing was raised. PPC wanted this to be allocated to local residents. It is likely that legal agreements will be needed (to include any future Housing Association providing social housing for rent) to ensure this is the case. Affordable housing currently included social rent, affordable rent, build to rent and rent to buy, affordable home ownership, shared ownership and shared equity.
- i. Concerns were raised about vehicular access into the western part of the cemetery extension as existing burials blocked a route. Options would be looked into.
- j. A legal process to ensure the eastern part of the cemetery extension was a transferred to PPC after the 50 years would be needed. Freehold ownership

of the area would be required rather than a lease or licence due to the nature of the site usage.

- k. PPC would need to liaise directly with the Cricket Club if they wished to lease some of the western side of the cemetery extension to them in the short term.
- l. Surface water will drain into a pond / grass basin by the entrance to the site. Possible hidden wells and springs could be in the area as known wells and springs were nearby.

Pembury Parish Council

Our Ref:	Payee	Description	Total £
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ACCOUNTS FOR PAYMENT - PAID

02/168	Kent County Council	Twitten signs contribution (grant funded)	1,260.00
			1,260.00

ACCOUNTS FOR PAYMENT BY BACS - MARCH 2024

03/169	HMRC	Tax/NI	2,693.79
03/170	Kent Pension Fund	Pensions	2,817.72
03/171	Pimms Christmas Trees	Christmas Tree supply	260.00
03/172	One Ten electrical	Replacement ceiling light and socket - Depot	116.91
03/173	Screwfix	Grounds maintenance supplies	21.22
03/174	KALC	Annual planning conference Cllr Barrett	84.00
03/175	Greenbarnes	Pin board to burial ground notice board	136.88
03/176	Tivoli	Dog bin empties - February	151.20
03/177	The Living Forest	Work to trees (Old Church & The Coppice)	716.40
03/178	Kidmans	Grounds maintenance equipment servicing & supplies	342.38
03/179	Wicksteed	Parts for playground repairs	189.77
03/180	Streetlight	Replace remaining streetlights with LEDs	11,340.00
			18,870.27

DEBIT CARD - FEBRUARY 2024

DC 02/79	Amazon	Office cable tidy	25.99
DC 02/80	Amazon	Road pins	94.75
DC 02/81	DVLA	Vehicle Tax for grounds maintenance truck	320.00
DC 02/82	SJ Osborne	Padlocks	29.48
DC 02/83	Amazon	Blue roll	17.46
DC 02/84	Amazon	Toilet rolls	22.99
DC 02/85	Amazon	Adaptor for meeting room laptop	10.98
			521.65

DIRECT DEBITS - FEBRUARY 2024

DD 02/147	Wex	Fuel Charges	48.94
DD 02/148	SLCC	Training H Munro	36.00
DD 02/149	KCC	Photocopying Charges	47.29
DD 02/150	BT	Telephone & Broadband	77.57
DD 02/151	Castle Water	Water - Lower Green Cemetery	7.19
DD 02/152	Castle Water	Water - Lower Green Rec	46.30
DD 02/153	Castle Water	Water - Pembury Burial Grounds	10.55
DD 02/154	Wex	Fuel Charges	1.80
DD 02/155	ICO	Annual Data subscription	35.00
DD 02/156	Sage	Payroll support	15.60
DD 02/157	Wex	Fuel Charges	50.14
DD 02/158	SSE	Electricity - Unmetered Supply	174.82
DD 02/159	Veolia	Waste charges	62.14
DD 02/160	O2	Mobile phone charges	102.58
			715.92

CONFIDENTIAL SALARIES -FEBRUARY 2024

CS 02/11			8,113.33
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TOTAL EXTERNAL PAYMENTS			29,481.17
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