

CROCKENHILL PARISH COUNCIL

The Chairman reminded everyone attending and who will be participating that subject to our Standing Orders they may be filmed, recorded, photographed or otherwise reported about. If anyone objects could they please sit at the back of the room and anybody filming, recording, photographing or otherwise reporting on the proceedings should avoid those who are sitting at the back, except if they take part in a public participation session.

Minutes of the meeting held on **Thursday 8th November 2018** at 7.30pm in Crockenhill Village Hall

MINUTE NO.	MEMBERS PRESENT Cllrs R Kite (Chair), P Riches, R Waterton & T White. SDC Cllr Stephen Lindsay, KCC Cllr Roger Gough, 10 members of the public.	
18/619	1. APOLOGIES FOR ABSENCE None. Cllr Gough had advised that he would be late to the meeting as he had another meeting to go to first.	
18/620	2. MINUTES OF LAST MEETING dated 11 th October 2018 were unanimously agreed to be a correct record, as proposed by Cllr White, seconded by Paul Riches and signed by the Chair.	
18/621	3. DECLARATIONS OF INTEREST None	
18/622	4. RESOLUTIONS It was unanimously agreed that all approved Policies and Procedures and Standing Orders are to go on the Parish Council's website once it has been re-vamped. Proposed by Cllr Riches and seconded by Cllr White.	
18/623	5. CODE OF CONDUCT All Cllrs signed the Members' Code of Conduct, which was approved at the September meeting.	
18/624	6. MATTERS ARISING FROM LAST MEETING a. Railway Bridge Footpath This issue was raised at the last meeting. A resident commented that the footpath was still being used, despite the fact that it was blocked off. The Clerk reported that she had taken this up with KCC PROW. The response received from their contractor was that 'the measures to secure and re-secure have been numerous, and that there seems to be some local determination to break through the measures that have been put into place, including significant damage to the infrastructure'. The Clerk has now posted a warning on the Parish Council's facebook page	

	<p>to alert residents to the dangers. The Clerk has also given her number to KCC to pass on to the contractors so if there are further issues the Parish Council can be contacted direct. Roger Gough has also been asked to look into why this has been extended. There are rumors that there some reluctance from Network Rail to fix any of these bridges as they hope to phase them out so it was agreed that the Parish Council needs to put some pressure on or risk losing it.</p>	RG
18/625	<p>b. Meeting with Dr Susan Pittman</p> <p>Susan has asked that the meeting be postponed until the room is complete. Clerk to arrange a meeting before the end of the year</p>	Clerk
18/626	<p>c. Lorry Watch</p> <p>Richard Myers has been in touch with KCC and set this up. Signs have already gone up at the end of Stones Cross Road. The Clerk has included an article in the Autumn Newsletter asking for volunteers but so far no-one has come forward. It was reported that an articulated lorry had some difficulty entering Marwood on a Monday morning recently.</p>	
18/627	<p>d. 4 year plan</p> <p>The Clerk reported that most Councillors have now sent their comments on the draft plan. The Clerk will finalise a version ready for our December budget meeting. Clerk to set up this meeting for a Tuesday evening.</p>	Clerk
18/628	<p>e. Parking outside the shop</p> <p>The Clerk reported that the Community Warden has been asked to speak to the shop owners about this issue. Cllr White reported that it is still an issue and that he did not think the warden had spoken to anyone yet. Clerk to chase again. The vehicles parked outside permanently are restricting passing trade for the shop owners.</p>	Clerk
18/629	<p>f. Tree opposite the Chequers</p> <p>A resident has reported that one of the trees on the Anchor & Hope site overhangs her garden and there are pigeons nesting in the tree which is causing a mess. The Clerk met with an SDC Officer that morning but although we identified some issues, we could not see any major issues with pigeons. The SDC Officer is trying to get someone to look at the overgrown foliage though.</p>	
	<p>7. CORRESPONDENCE/QUERIES</p>	
18/630	<p>a. Letter sent to Cllr Kite</p> <p>Cllrs read a letter sent to Cllr Kite. It was agreed that the matter did not relate to the work of the Parish Council and no further action to be taken at this time.</p>	
18/631	<p>b. Overhanging trees at the entrance to Harvestfield</p> <p>A resident from Newports reported that the trees at the entrance to Harvestfield were overgrown and blocking the light into her garden. The Clerk met with the resident and confirmed that the trees were the responsibility of the Parish Council. After discussing with Councillors it was also agreed that cutting them back fitted with our plans to open up this whole area to make the park more inviting. The Clerk to obtain quotes -</p>	Clerk

18/632	<p>to be discussed further at the December budget meeting.</p> <p>c. Overhanging trees alongside Dibsall Meadow</p> <p>Another resident has commented that the trees are overhanging Dibsall Meadow and that these are scratching cars parked along this stretch. Clerk to arrange visit when people come to quote for the other tree work.</p>	Clerk
18/633	<p>d. 'Name tree' correspondence</p> <p>Someone has contacted the Parish Council regarding the 'name tree' in the village. They are upset that the tree is now fenced off (on private land) and has ivy growing up it. The Parish Council has been asked whether there is anything we can do. The Clerk has already contacted Susan Pittman who has advised the location and type of tree but there is no TPO on it. It was agreed that the Clerk would check the property boundaries but agreed that there is little else the Parish Council can do as the tree is on private property.</p>	Clerk
18/634	<p>e. Request for another 'no fouling' sign for a footpath.</p> <p>The Parish Council has been asked for another 'no fouling' sign to be sprayed on a footpath. To be done as soon as possible.</p>	Clerk
18/635	<p>f. Request from Church</p> <p>The Clerk has received a request from All Souls for an increase in the donation for grass cutting. To be discussed at the December budget meeting.</p>	
8. KENT COUNTY COUNCILLOR ROGER GOUGH'S REPORT		
18/636	<p>a. Proposed dropped kerbs update – Green Court Rd</p> <p>Geoff Bineham has confirmed that he has the funding to complete this work. There has not been much more progress relating to Highways works as the Officer has been off work, not due back until the 15th.</p>	RG
18/637	<p>SD341 footpath</p> <p>Cllr Gough provided more information on the footpath over the Railway Bridge. He has been talking to one of the officers at KCC PROW who said that the current closure notice runs until 11th January but Network Rail are expected to apply for a further extension, which has to be sent to the Secretary of State. Cllr Gough explained that he has spoken to Michael Fallon MP's office about it, as he has been involved in these types of issues Before and as it is a national issue he can ask Network Rail for answers.</p>	RG
18/638	<p>b. Double yellow lines on Harvest Way</p> <p>Cllr Gough reported that KCC Officers are looking into this. The response so far is positive as it seems that much of the road is not public highway so if lines have been put in in error, then it will be possible to remove them again.</p>	RG
18/639	<p>c. Speeding through the village</p> <p>Cllr Gough said he did not have an update but was continuing to look at options and keeps pushing the issue. One resident commented that the recent 3-way roadwork lights had slowed traffic down, although some motorists were seen shooting through the red lights. Cllr White said that we must keep this issue high on the agenda as he is concerned that there will</p>	

<p>18/640</p>	<p>be a serious accident if something is not done about speeding.</p> <p>d. Parking on Tylers Green Road</p> <p>Cllr Gough explained that this is one of those issues which cuts across both District and County Council. To have yellow lines it would require a traffic regulation order but it does not meet the rules for it. Cllr Gough said he would take the issue up with Geoff Bineham. Cllr Gough said that both authorities are now more restrictive about this kind of thing but he said again that a petition that could be taken to the Joint Transportation Board might be the way forward.</p> <p>A resident commented that there is a van that parked on the bend that has not moved for five days, and that an ambulance had not been able to maneuver easily. Residents are also having issues getting their cars off their driveways.</p>	<p>RG</p>
<p>18/641</p>	<p>Cllr Gough finished by saying that KCC have been consulting on their budget and the good news to come out of national budget is that funds for Highways and Social Services have been maintained for the 2020 budget.</p>	
<p>18/642</p>	<p>9. DISTRICT COUNCILLOR STEPHEN LINDSAY</p> <p>a. Local Plan update</p> <p>SDC are reviewing residents' comments now and will publish a Draft Local Plan (projects they still want to take forward) on their website on 15th November. On 22nd November the SDC Planning Advisory Committee (elected Councillors 'Members') will discuss this. If residents would like to speak up at the meeting, phone SDC on 01732 227000, ask for Democratic Services and ask to speak at the meeting. There could be several speakers at the meetings and Cllr. Avril Hunter and Cllr. Peter Fleming as chairs may have to ration time.</p> <p>I wrote a summary for residents on what happens next for the parish magazine. I've spoken to SDC subsequently and have tweaked this. If anyone asks please send this:</p> <p>Sevenoaks District Council (SDC), along with councils across the country has pressure on them from Central Government to build more houses. 93% of Sevenoaks is greenbelt so it's tricky. The public was asked to propose sites for development a while ago. These were whittled down by SDC to those they deemed worthy of more consideration. Three of them are in Crockenhill: Middle Farm Nursery, Wested Farm and Bournemouth Brickworks (pitches rather than houses).</p> <p>Many residents of the village have helpfully posted comments objecting to these developments citing various very valid planning reasons including: traffic congestion, parking, narrow roads, lack of school places, poor buses, no GP services, packed commuter trains, the spoiling of the village environment, poor SDC enforcement record...and more. So what happens next? SDC are reviewing residents' comments now and will publish a Draft Local Plan (projects they still want to take forward) on their website on 15th November.</p> <p>On 22nd November the SDC Planning Advisory Committee (elected Councillors 'Members') will discuss this. If you would like to speak up at the meeting, phone SDC on 01732 227000, ask for Democratic Services and ask to speak at the meeting. The Committee will then make</p>	

	<p>recommendations to Cabinet (elected SDC Councillors again) on 6th December on whether the revised Plan should be published for consultation. Cabinet will decide which projects to take forward to the next stage. This is when Crockenhill residents can get involved again.</p> <p>In early December, SDC will start 6 weeks of 'Regulation 19' consultations with residents (those that made comments will be emailed & there will be other publicity), transport services, KCC, the NHS - all stakeholders in fact. At the end of this process, in the spring of next year, SDC Full Council will be asked to agree the Plan and submit it for Examination. SDC will send their planning proposals to the National Planning Inspectorate (part of central government).</p> <p>The Planning Inspectorate will then hold an 'Examination' where planners, residents, developers and other stakeholders will debate the Plan. Only then will the government-appointed Planning Inspector make their final decisions. So it is a long journey with plenty of opportunity for village residents to air their views. Remember - emotional arguments don't work - planning policy-based arguments are what carry weight.</p>	
18/643	<p>Cllr Kite mentioned the high-rise flats in Swanley and how this had been a shock to many local residents. She commented that there seemed to be an issue with all local Councils not being able to afford to fight these developers in Court. Cllr Lindsay suggested asking someone from Swanley Town Council to come and talk to the Parish Council. Cllr White said he would ask John Barnes.</p>	TW
18/644	<p>b. Old Robinsons land (Officer- Ian Kidd)</p> <p>Says "I have noted that their planning permission ran out this year so I have written to them to submit a new application". He's also asked them to add to their application a new out-building that he saw on the site.</p>	
18/645	<p>c. Wild Wood (Officer Katie O'Driscoll)</p> <p>The owner appealed the planning application refusal. The appeals in Bristol are all behind schedule I hear...my estimate is that it will be another month before they start.</p> <p>[At this point, the residents of Wild Wood who were present at the meeting asked to speak to put their point of view across]</p> <p>The owners explained that they had originally sought advice from SDC. They also explained that the building is used for 17-19 hours a week over 3 days. They said that the cars parked along the road are not due to the business as they have space for 7 cars on the drive and there is only one client at a time. They feel they are being blamed for all the cars parked on the road. They now have cameras inside and outside to prove usage if required and they stated that they would be happy for Councillors to go along and have a look themselves.</p> <p>Cllr Kite thanked the owners for coming to the meeting and stating their case.</p>	
18/646	<p>d. Willows Farm, Darns Hill (Officer Claire Shearing)</p> <p>SDC haven't received a start letter from the Inspectorate for the appeal yet, so the timescales haven't been set yet.</p> <p>SDC will of course be defending our refusal of the application as best we</p>	

<p>18/647</p>	<p>can. Their understanding is that there have been a variety of uses existing on the site over the last 10 years, including car repairs, spraying, and car sales, which sit within different use classes. In their view, there is little or no risk of the use becoming lawful while they wait for the appeal as a single use hasn't existed consistently for a period of 10 years.</p> <p>d. Marwood House (Officer- Ian Kidd)</p> <p>There was no response from the owner to a Planning Contravention Order (PCN) or any other attempts at communication.</p> <p>Ian today says "I have started an initial enforcement report...". He adds that he's been back to Marwood House and has started an Untidy Site Notice procedure which he hopes to complete this week. It's an expedient (quick with internal SDC legal) way to get a response and make progress.</p> <p>Cllr White said he felt Enforcement was too slow generally. Cllr Lindsay said that the department is now fully staffed so things should be improving.</p> <p>Cllr Riches said the Parish Council would have to push the issue at the upcoming meeting with SDC Officers.</p>	
<p>18/648</p>	<p>e. Gables, Daltons Road (Officer- Ian Kidd)</p> <p>When SDC visited they saw out-buildings for what looked like storage but did not get a chance to explore the back of the house where aerial photos show buildings. He left his business card with a family member & also wrote to them. No response.</p> <p>The latest from SDC is that they have not heard from them so will write to them again.</p>	
<p>18/649</p>	<p>f. Spring Bank Farm</p> <p>Lawful Development Certificate approved by SDC. Parish Council have no objection.</p> <p>Applications for lawful development certificates are different to planning applications. SDC are required to assess whether, on the balance of probability of facts of the case, the mobile home and residential use has existed for a period of 10 years from the date the application was submitted (12th February 2018). Unfortunately, we cannot take into consideration the planning merits or shortcomings, of the proposal or compliance with planning policies.</p> <p>SDC say: "I have spent a substantial amount of time investigating this matter and have been in discussion with colleagues including our legal team. However, I am now in a position to recommend the application for approval. As my recommendation conflicts with the comments of Crockenhill Parish Council, I write to ask whether you wish to refer the application to the Development Control Committee for a decision.</p> <p>The application is accompanied by 28 statements from friends and associates of the applicant which support the contention that she has lived on the site since 2004.</p> <p>On this occasion, there is much more evidence that supports the grant of the LDC than do not and we do not have a reason to disbelieve the statements provided. It is the view of our legal team that the evidence available supports the granting of an LDC.</p>	

	<p>The Parish refer to other structures on the site. I'm afraid these lie outside the remit of this application as they are outside the red line of the application site. However, if this application is granted it is my intention to place informatives on the decision to remind the applicant that any further additions or alterations (certainly including re-build) are likely to require planning permission and any intentions for further changes to the site should be discussed with the local planning authority before carrying out the works.</p> <p>If you wish to refer the application to the Committee I would be grateful if you could notify me by return email within 7 days of this email (therefore not later than Thursday 8th November) with the planning reasons for the referral. As this is a lawful development certificate the reason would need to relate to whether the use is lawful, including the reasons for this view based on the facts of the case.</p> <p>Please do not hesitate to contact me if you would like to discuss further or have any queries. I am also happy to discuss in person if you would like to come in to discuss. I am away from the office next Wednesday, but am otherwise generally available."</p> <p>Cllr Kite explained that all Councillors had discussed this prior to the meeting and were in agreement that there seemed little point in referring this to the Development Control Committee.</p>	
18/650	<p>g. Little Wested, Wested Lane (Officer- Ian Kidd)</p> <p>Enforcement officer visited - no mobiles visible - unless anyone has seen some we'll leave drop this from the agenda.</p>	
18/651	<p>71 Newlands Cottages Stones Cross Road Crockenhill KENT BR8 8LT</p> <p>I have after consulting with CPC appealed this at Planning Committee. -CPC approved but SDC did not agree. The applicant has been innovative in their proposal to get below the 50% rule by proposing to demolish a summer house and a garage.</p> <p>SDC's key line is "The proposal would therefore result in an increase in overall bulk which due to its elevated location adjacent to the road would be clearly visible within the street scene and would represent a disproportionate addition to the dwelling. In consequence the proposed very special circumstances would not offset the harm to the property through the proposal representing inappropriate development harmful to the openness of the Green Belt (my highlighting)</p> <p>- CPC response: "...the house is not overlooked - they are semi detached with another house over the lane which is set back behind a hedgerow. The garage and driveway are being removed to extend the garden as they wish to park at the front of the house nearer the front door. It is their opinion that it will improve the appearance of the house. Also, the adjoining house has already been extended to a similar extent".</p> <p>The planning reason I gave (as required) for requesting that this go to committee is that we do not consider that the development proposal represents inappropriate development harmful to the openness of the Green Belt.</p>	
18/652	<p>Cllr Lindsay concluded by saying that he would speak to the Planning Officer re next steps and planning for the appeal.</p>	SL

	<p>PLANNING</p> <p>a New applications</p> <p>18/653 Skeet Hill, 18/03010 The proposal involves the creation of a new car park at the front of Skeet Hill House. The car park will provide 15 permanent parking spaces including three accessible parking bays. Formation of new vehicular access and new exit gate. - Skeet Hill House Skeet Hill Lane Chelsfield Orpington KENT BR5 4EX</p> <p>Comments from Dr Susan Pittman:</p> <p>As Crockenhill Tree Warden and a local historian I have objections to this application. I attach relevant pages from the Crockenhill Tree Survey. I am concerned that the alterations will require felling or come so near the root systems as to weaken the trees. I particularly point out the lime trees (G91) and the ash (T494) which seem to be located near the proposed works. I am also concerned that the application does not mention that this is a listed building (Grade II unique ID 358579). I realise that work is not proposed on the house itself, but the curtilage forms an unwritten part of the listing, especially where it affects structures such as walls, gate posts etc. This application does require such alterations along the road front. I refer to historicengland.org.uk website 'Listed Buildings and Curtilage. The law provides that buildings and other structures that pre-date July 1948 and are within the curtilage of a listed building are to be treated as part of the listed building.' It goes on to mention walls and boundary treatment. For this reason I believe Listed Building consent is required. I say this in particular because a car park in front of the building will be intrusive and detrimental to the setting of the building, which is now framed from the road view by soft landscape.</p> <p>RESOLVED: SUPPORT – with conditions.</p> <p>Response submitted:</p> <p>Crockenhill Parish Council supports the application PROVIDING that further assurances are sought and satisfied.</p> <p>We have noted the concerns of our resident tree warden and historian. We believe you have already received a response from Dr Susan Pittman.</p> <p>The Parish Council therefore seeks assurances that the proposals will not in any way require felling of any trees or cause damage to any root systems as to weaken the trees, particularly the lime trees and the ash which seem to be located near the proposed works.</p>	
<p>18/654</p>	<p>b Decisions</p> <p>71 Newlands Cottages Demolition of outbuildings and existing side extension. Proposed double storey side extension and single storey rear extension. Change of car parking from rear to front of property.</p> <p>Stephen Lindsay sent the following reason to SDC:</p> <p>The planning reason for requesting that this go to committee is that I (and</p>	

	the Parish Council) do not consider that the development proposal represents inappropriate development harmful to the openness of the Green Belt.																															
18/655	<p>4 Sounds Lodge Demolition of existing garage. Erection of two storey side extension with a new garage and single storey rear extension incorporating skylights. Alterations to fenestration. - 4 Sounds Lodge Crockenhill KENT BR8 8TD Decision - Granted</p>																															
18/656	C. Enforcements (see Cllr Lindsay's section)																															
18/657	D. Appeals																															
	None.																															
18/658	PUBLIC QUESTIONS																															
	None.																															
	FINANCE																															
	a. Statement of current financial position – provided to members																															
	b. Payments received and Accounts to be paid – list provided to members																															
18/659	The following payments were unanimously agreed, as proposed by Cllr White, seconded by Cllr Riches.																															
18/660	It was agreed that a meeting needed to be held with Dr Susan Pittman re outstanding Heritage Room funding.	Clerk																														
	<u>Payments received</u>																															
		£																														
	KCC Members Grant for Heritage Room	500.00																														
	Allotment rent and key deposit	26.00																														
	Precept (second part)	40833.00																														
	Credit	120.39																														
	Compensation (NatWest)	250.00																														
	Reimbursement (NatWest)	54.90																														
	<u>Accounts to be paid</u>																															
	<table border="1"> <tr> <td>856</td> <td>Cllr White Expenses</td> <td>Ceramic poppies</td> <td>119.94</td> <td></td> </tr> <tr> <td>857</td> <td>K Lane</td> <td>Clerk's salary (Oct)</td> <td>1337.94</td> <td></td> </tr> <tr> <td>858</td> <td>K Lane</td> <td>Clerk's expenses</td> <td>98.48</td> <td></td> </tr> <tr> <td>859</td> <td>R Waterton</td> <td>Expenses (card Centenary event)</td> <td>8.00</td> <td></td> </tr> <tr> <td>860</td> <td>Lothlorien</td> <td>Tree cutting</td> <td>1194.00</td> <td></td> </tr> <tr> <td>861</td> <td>SDC</td> <td>Flytipping clearance</td> <td>129.60</td> <td></td> </tr> </table>	856	Cllr White Expenses	Ceramic poppies	119.94		857	K Lane	Clerk's salary (Oct)	1337.94		858	K Lane	Clerk's expenses	98.48		859	R Waterton	Expenses (card Centenary event)	8.00		860	Lothlorien	Tree cutting	1194.00		861	SDC	Flytipping clearance	129.60		
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	862	Richard Abel Landscapes	Grass cutting	823.75	137.29	
	864	AED Locator (E.U) Ltd	AED Monitoring Service	58.80	9.80	
	865	Ellenor Lions Hospice	Memorial donation– Keith Jones	25.00		
	866	Valley Hospital Charity	Memorial donation– Keith Jones	25.00		
	867	Mr M Ash	Band member	100.00		
	868	S Nolan	Band member	100.00		
	869	B Sibbett	Band member	100.00		
	870	J Bradley	Wages	72.78		
18/661	<p>c. Internal auditor role</p> <p>Cllr Kite reported that Isobel Shepherd-Fidler has kindly agreed to be the Parish Council's internal auditor. Clerk to make contact and arrange first audit.</p>					Clerk
18/662	<p>d. To resolve that the Parish Council sets up a new bank account with Unity Trust Bank in the new year, with online payment facilities</p> <p>Cllr Waterton proposed and Cllr Riches seconded the decision.</p>					Clerk
18/663	<p>e. To resolve that the Parish Council has a debit card for this account for purchasing office expenses.</p> <p>Cllr White proposed and Cllr Wateron seconded. Cllr Waterton said that there should be a £250 transaction limit. [Following the meeting the Clerk looked in to the setting up of the account and it does not come with a debit card so we will be continuing as we are with expenses for now. We may consider a debit card for the Co Op account instead if necessary.]</p>					
18/664	<p>f. NatWest complaint</p> <p>Following our complaint about the difficulties we have encountered with changing over the signatories on the account, compensation of just over £300 was paid. We have used thus to pay for the children's entertainment at the Centenary event.</p>					
18/665	<p>RECREATION & AMENITIES</p> <p>a. Update on Cricket Meadow</p> <ul style="list-style-type: none"> • Appeal for reduction in rates <p>The Clerk reported that she has collated all the information and sent this off. Our case has now been assigned a case worker and we await their feedback.</p>					
18/666	<ul style="list-style-type: none"> • Plans for site <p>It was agreed that this would go back on the agenda in January so we can</p>					

18/667	<p>start to make plans ready for Spring.</p> <ul style="list-style-type: none"> • Bin by the war memorial 	
	<p>The Clerk arranged for this to be cleared in time for Remembrance Sunday. We have also requested costings to have it added to the schedule but have yet to receive these but so far we have not been charged.</p>	
18/668	<p>b. Harvestfield</p> <ul style="list-style-type: none"> • Maintenance 	
	<p>There is still some outstanding maintenance work for Harvestfield which has already been approved by the Parish Council but it was agreed that we would now wait until the December budget meeting to make a final decision on all outstanding works and other items that have been raised since. Waiting until the new year now.</p>	
18/669	<p>c. Village green</p> <p>Cllr Riches reported that there is a huge mound of ivy on the fence heading towards the station. Clerk to investigate. Cllr White said we could consider metal fencing but it was felt that this would likely be expensive so to start looking at options.</p>	Clerk
18/670	<p>d. Heritage Room update</p> <p>The contractor has had some issues with transport so this has caused some delays which he has apologised for. He also said 'To all intents and purposes the room is finished with the exception of the security grill and map chest. The security grill has been remade with the correct locking mechanism and is awaiting delivery. Due to it's size it needs to be delivered directly to site and I have been unable to give them a definite date when I can be there to take delivery, the same is said of building control and Jacksons. Both are good to go once I can give them a date.</p> <p>I understand that access is required for this weekend and I will make sure keys are available by tomorrow and the room is empty.</p> <p>Again I can only apologise profusely for this delay but I have been doing all that I can to make sure it is brought to a swift conclusion.</p> <p>Thank you for your understanding.'</p> <p>Cllr White explained to those residents present the background to the project and the aim to protect the history and leave a legacy for the village.</p>	
18/671	<p>e. Allotments update</p> <p>The Clerk reported that another allotment has been taken. The Clerk is meeting with John Mullen at the allotments next week.</p>	
18/672	<p>f. Woodland Trust trees</p> <p>Cllr Waterton spoke about the Woodland Trust initiative to donate free trees to community spaces and community organisations. The Clerk to draft a letter and arrange for it to be sent to all residents as part of the consultation exercise.</p> <p>g. Trees generally – rota for general checks and Tree Survey</p>	Clerk

18/673	<p>The Clerk reported on a session held at the recent KALC Conference entitled 'Ensuring your insurance.' They highlighted the need to check all the trees regularly and have a plan in place for checking after heavy winds. The Clerk to organize a rota as part of the tree survey work also to be completed this winter.</p>	Clerk
18/674	<p>ADMINISTRATION</p> <p>a. Remembrance Sunday/Centenary event</p> <p>Cllr Kite ran through the arrangements for the day and thanked Cllr Waterton for all her hard work organising the events and pulling everyone together to ensure an inclusive event. There will be a WW1 exhibition in the Committee room from 9am-5pm by Dr Susan Pittman, the usual service at the War memorial in the morning, a vintage tea and dance in the village hall organized by the WI and the village hall committee. Angel Bakes are donating a cake, to be cut by Shirley Abbott. 'The Gamblers' band will play in the evening, and there will be two Punch & Judy shows to entertain the children. The Scouts are organising hot food, and the Brownies are selling drinks and merchandise. The Beacon will be lit at 7pm, the Church bells rung at 7.05pm and the bar will be run by the Chequers (from the village hall).</p> <p>Cllr White also mentioned the display of knitted poppies, ceramic poppies and plaques that have gone up on the Anchor & Hope site.</p>	
18/675	<p>b. Office opening hours</p> <p>The Clerk mentioned the fact that it was often difficult to get work done when there were continual interruptions of people walking in without appointments. It was agreed that the 'walk-in appointment' time would be restricted to 9.30-11.30am Mon-Thursday. Clerk to laminate an Opening Hours sign for the door.</p>	Clerk
18/676	<p>c. Newsletter</p> <p>Feedback for the Autumn Newsletter was good. Residents seemed to like it and next year we will look to include even more village groups.</p>	
18/677	<p>d. Microsoft 365</p> <p>The Clerk is implementing a free trial with a view to taking up a subscription and setting up Parish Council email addresses for Cllrs.</p>	Clerk
18/678	<p>e. Community Transport scheme</p> <p>It was agreed that this would be discussed at the December budget meeting. Clerk to re-send information to Councillors prior to that meeting.</p>	Clerk
18/679	<p>f. Village 'twinning'</p> <p>This was advertised in the Newsletter. So far one resident has volunteered to be on the Committee.</p> <p>g. Meeting with West Kent Housing's Youth Team re Youth Outreach Project</p> <p>Cllr Kite explained what the Youth team have been doing in Crockenhill. A</p>	

18/680	<p>follow-up meeting has been arranged for next week. The children have prepared and conducted some questionnaires and have written a letter to the Parish Council requesting a Youth Club.</p> <p style="text-align: center;">h. Community and Voluntary Awards</p>	
	<p>The Clerk is waiting for some information from Stephen Jenkins in order to make our submission.</p> <p>HIGHWAYS & LIGHTING</p>	Clerk
18/681	<p>The Clerk reported that there had been a few repairs recently, which were all swiftly carried out.</p> <p>SUPPLEMENTARY ITEMS</p> <p>Leak at Broadway</p>	
18/682	<p>Cllr Waterton asked that a letter be sent to Thames Water re the recent leak as they only reacted when it became a serious issue and the school closed and people were left without water.</p>	Clerk
18/683	<p>Clerk to also follow-up with KCC Highways as there is a history of sinkholes and the Parish Council is concerned about the stability of the road now it has potentially been weakened.</p>	Clerk
18/684	<p>Donations/flowers</p> <p>It was agreed that a £50 donation be sent to the Ellenor Hospice in memory of Winnie Warman.</p>	Clerk
18/685	<p>Food bank donations</p> <p>Cllr Waterton said she would like to organise another Food bank collection. She explained that in the past the Parish Council has worked with Swanley Food Bank and the Anthony Roper charity to collect and deliver 14 boxes within the village. Swanley Foodbank provided a list of items required and the Parish Council made a £100 donation for more luxury items. People to drop their donations in to the Parish Council office this year and any surplus to go to Swanley food bank. Cllr Waterton is designing a poster for Facebook and the notice board.</p>	RW
18/686	<p>Emergency Plan</p> <p>Cllr Kite explained that this is a plan compiled and used in case of emergency eg power cuts, flooding and snow. It includes a list of vulnerable people and also people who can offer assistance. It needs updating and the Clerk and Rachel Waterton will be working on this over the coming month,</p>	RW/KL
18/687	<p>Funding Fair</p> <p>The Clerk gave Members the details of an upcoming Funding Fair to be held on Monday 10th December.</p>	
18/688	<p>KAL AGM & KALC 7Oaks meeting on 24th Nov</p> <p>The Clerk gave Members the details of the two upcoming KALC meetings.</p>	
18/689	<p>Insurance for Beacon</p>	

18/690	<p>The Clerk explained that the excess on our insurance policy was £250 and the beacon is only worth £360 new so it is not worth paying the premium. All agreed.</p> <p>Flytipping at Harvest Way</p> <p>SDC recently arranged the collection of some fly tipping from Harvest Way.</p>	
18/691	<p>Effective Higher Level Planning course</p> <p>The Clerk has circulated details of this course. Members to advise if they wish to attend.</p>	ALL
18/692	<p>Wild Wood play equipment</p> <p>The company has sent some prices and examples. The Clerk has sent these round to Members for consideration.</p> <p>As there was no other business, Cllr Kite closed the meeting at 9.25pm.</p>	ALL