

BRABOURNE PARISH COUNCIL
Minutes of the Annual Meeting of the Parish Council
Held at 7.00pm on Monday, 21st May 2018
At Brabourne Village Hall

1. Present

Cllr Hickmott (Chairman), Cllr Mrs Tanner, Cllrs Mayland and Spokes, and Mrs Wood (Clerk).
 Three members of the public were present.

2. Apologies for Absence

Apologies for absence were received from Cllr Mrs Bewick and Cllr Mrs Young (prior commitments),
 Cllr Miss Martin and Cllr Howard (ward members).

3. Declaration of Interest

There were no Declarations of Interest.

4. Election

Resolved:

That the following be elected.

Chairman Cllr Hickmott

Planning Committee Cllrs Hickmott (Chairman), Cllr Mrs Young, Cllrs Mayland, Joules and Spokes

Playing Field Association representative Cllr Mrs Tanner

Village Hall representative Cllr Mrs Young

Village Caretaker Management Committee Cllr Joules

Community Led Plan representative Cllr Mrs Young

Emergency Plan representative Cllr Mrs Young

KALC representative Cllr Joules

5. Declaration of Acceptance of Office

The Declaration of Acceptance of Office was signed by the Chairman and received by the Proper Officer of the Council.

6. General Power of Competence

Resolved:

That Brabourne Parish Council satisfies itself that it continues to meet the eligibility criteria for the Parish Councils (General Power of Competence) (Prescribed Conditions) 2012 adopted at its meeting held on 18th May 2015; such Power ceasing to have effect if the criteria cease to be met and unless a further Resolution is passed at the Annual Meeting of the Parish Council.

7. Appointment of Internal Auditor

The Clerk advised that the internal audit function must be sufficiently independent from the management of financial controls and procedures of the Parish Council. The person carrying out internal audit must be competent to carry out the role in a way that meets the business needs of the Parish Council.

The internal auditor must not have any involvement in the financial decision making, management or control of the Parish Council, or with the Council's financial controls and procedures.

The Clerk advised that Mr John Coupe, the Parish Council's internal auditor, has indicated a wish to step down because of other commitments. A replacement will be appointed before the next Annual Meeting of the Parish Council.

8. Minutes

Resolved:

That the Minutes of the Meeting of Brabourne Parish Council held on 19th March 2018 be approved and confirmed as a true record.

9. Matters Arising

9.1 Roads and footways

9.1.1 Faulty lamp post in Prospect Way: This has been repaired.

9.1.2 Potholes: It is thought that the 'blitz' announced by KCC is being actioned on a parish-by-parish basis and has not yet reached Brabourne.

9.1.3 A20 between Bockham Lane and Tesco, Crooksfoot: a formal complaint regarding the condition of the road following the start of the J10A works was sent by the Parish Council to Highways England, copy to the county councillor and ward members. No response has been received from Highways England but Cllr Miss Martin and Cllr Clair Bell (county councillor) have taken it up with KCC Highways. The KCC Highways manager advised Cllr Clair Bell that this had been raised with the junction 10A project manager who had replied that measures had been put in place to improve the situation. It was felt that there has been no significant improvement, Cllr Clair Bell to be asked to follow-up.

9.1.4 Footpaths AE298 and AE300: The meeting was suspended to allow Sue Bartholomew to raise concerns.

Sue Bartholomew stated that she had contacted Faye Faiers [PROW office, Penstock Farm] regarding these footpaths, which in places are blocked by electric fences or barbed wire and in some instances the stiles are in poor condition. In her reply Ms Faiers stated that she is aware of the concerns and the faults have been logged, but her workload means that she cannot deal with AE298 at present, it might be reassigned to another officer. Ms Faiers also stated that some improvements have been made on AE300 with the removal of barbed wire and installation of stiles; gates would be preferable (and could be provided by the PROW office) but this cannot be enforced. Ms Faiers suggested the Parish Council contact the landowner.

The meeting was reconvened.

9.2 Local Needs Housing The Community Led Plan group has been asked if the data from the survey was analysed, eg by Tessa O'Sullivan (Rural Housing Needs Enabler, ACRK).

9.3 Village caretaker scheme The scheme continues to run well. The Village Caretaker Committee met on 17th May and discussed a 3-year Business Plan. Contributions from parishes in the cluster for 2017-2018 have been recalculated because they did not take account of work which had been carried out by the borough or county councils, they had been calculated on a pro rate basis. The revised calculation showed that Brabourne Parish Council overpaid, the contribution for 2018-19 will be adjusted accordingly. The committee agreed that contributions will be billed half-yearly, to coincide with payment of the Precept, this will make the Parish Councils' cash-flow easier. The caretaker budget has been increased to make provision for depreciation and contingency.

9.4 Community Led Plan The base for the basketball hoop has been laid.

Village green: A site meeting was held on 14th May attended by the Chairman, Clerk, Ian Ruck, Michael Hinchliffe, Jean Leany (representing Maureen Darvell's family) and two representatives from John White's company. The green will be mapped by drone and a map produced pro bono by John White's company, for agreement by the Parish Council. It was suggested that Maureen Darvell's Memorial bench be sited between the proposed footpath and Bridge road hedge, facing The Warren. It was proposed that the footpath runs from the existing footpath in front of 4 The Warren, across the small triangle of grass by the phone box to a dropped kerb. Then from another dropped kerb opposite, past the Parish Council noticeboard and then parallel to the Bridge Road hedge, round the existing bench opposite the garage to the bus stop. Pedestrian standing areas will be laid in front of the noticeboard and at the bus stop. The existing bench opposite the garage will be moved to The Warren side of the path. The CLP proposal to

continue the footpath behind the hedge parallel to Plain Road will not be pursued on cost grounds. The footpath will likely cost £20,000 and will be built to KCC standards – it is hoped that it will then be adopted and maintained by KCC, notwithstanding that it is on private land. It is proposed that the footpath be black tarmac but this will weather. Provision of the footpath is likely to take at least 18 months. No lighting is proposed. The 8 pieces of outdoor gym equipment will be installed in June in a staggered formation close to the footpath (on the Manse Field side), and will be for adults, the disabled and children.

9.5 Fingerpost near The Five Bells The Clerk to follow-up.

9.6 Broken drain in Pilgrims Way Not yet repaired, the Clerk to follow-up.

9.7 Removal of diseased tree on the Warren No reply from the tree sculptor, the Clerk to contact Andy Cowdroy again.

9.8 Two-way radios In hand with Ian Plowright.

9.9 War Memorial refurbishment An update was given by George Taylor at the Smeeth Parish Council meeting on 9th May. Fundraising continues and the Memorial will be rededicated in September.

9.10 WWI commemorations Further information from the organisers of the nationwide event will be forthcoming in July.

10. Financial Report

10.1 To approve the Annual Governance Statement

Resolved:

That the Annual Governance Statement be approved.

10.2 To approve the Statement of Accounts for the year.

Resolved:

That the Statement of Accounts for the year 2015-2016 be approved.

10.3 To agree payments in accordance with the Budget.

Resolved:

That the following payments be agreed in accordance with the Budget.

Payments	£
Katherine Barnes (Hospital Field appeal)	603.00
D Ansley (32.5 hrs @£7.83/hr)	254.48
Ray Ashman (AED replacement pads)	32.00
S Wood	525.64
S Wood	525.64
S Wood (expenses)	20.38
Smeeth Parish Council (6 months' contribution to caretaker scheme)	3283.20
Brabourne and Smeeth Allotment Society (repairs to sheds)	441.57
South East Water (allotments)	22.45
KALC (subscription)	504.91
Zurich Municipal (insurance premium)	421.84

Receipts	£
Allotment rental	30.00
Precept	17500.00
Concurrent Functions Grant	265.00
Council Tax Support Grant	195.00
Lloyds Bank interest	0.13

No.2 account (reimbursement)	334.00
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Balance: £ 21609.66 (cheque and deposit account) at 21st May 2018

10.4 To consider a request for a donation to Kent Surrey Sussex Air Ambulance

It was proposed that the request be refused given that the Parish Council supports a number of local organisations and has other calls on its resources.

Resolved:

That the request for a donation be refused.

10.5 To consider a request for a donation to Ashford Borough Citizens Advice

Resolved:

That the request for a donation be refused.

11. Planning Committee report

The Chairman of the Planning Committee reported on the following planning applications:

Appeals:

16/00303/AS Land between Lees Road and Canterbury Road. The appeal will be reopened for 2 days, on 10th and 11th July in Civic Centre. Residents will be encouraged to attend to show their support for the Parish Council. The inquiry will be testing ABC's updated evidence on the 5-year housing land supply.

Approved by ABC:

18/00063/AS 10 Knatchbull Way

18/00168/AS Hillside Lime Works

The Planning Committee had no objection to the following applications, and the decision from ABC is awaited:

17/01158/AS Knapwick Farm

18/00287/AS Coombe House

18/00530/AS 7 Bircholt Forstal

18/00511/AS St Cyriac, The Street

18/00599/AS & 18/00610/AS St Cyriac, The Street

18/00672/AS Lamplands, Pilgrims Way, East Brabourne

New ground and first floor extensions and internal reconfiguration

Resolved:

The Parish Council had no objection to the application.

18/00684/AS Oaktree Cottage, Manor Pound Lane

Conversion of garage to living accommodation and bathroom

Resolved:

The Parish Council had no objection to the application.

12. KALC Representative report

Two presentations were given at the meeting on 16th May: Community Safety, by Insp McNeil (station commander, Ashford Police); Rural Means Rural. The latter is a campaign group launched in late 2017 to promote inclusion of the Village Protection Policy in the Local Plan but not supported by Brabourne or Smeeth Parish Councils because of the ongoing Hospital Field appeal, notwithstanding a comment at the meeting that 'all parishes were supportive'. Charing PC offered its expertise to other Parish Councils facing planning appeals, and acknowledged the help given by Brabourne PC before and during its appeal against the Gladman application in Pluckley Road. It was suggested that the July meeting be a workshop to facilitate Parish Councils' responses to planning appeals.

13. Allotments project

13.1 Transfer of allotments site to the Parish Council – to sign the transfer agreement Shepherd Neame is transferring ownership of the allotments site to the Parish Council at no cost. It was proposed that form TP1 (Transfer of part of registered title) and the Overage Deed between Shepherd Neame and Brabourne Parish Council be signed by the Chairman, Cllr Spokes and witnessed by the Clerk as Proper Officer.

Resolved:

That form TP1 (Transfer of part of registered title) and the Overage Deed between Shepherd Neame and Brabourne Parish Council be signed by the Chairman, Cllr Spokes and witnessed by the Clerk as Proper Officer.

13.2 New standpipe: A site meeting is being arranged with Fortescues, the Clerk to follow-up. The Chairman advised that the allotments scheme should be revenue neutral, surplus funds arising from rentals are held by the Parish Council for capital expenditure on the scheme,

13.3 Composting bins: Provision has been agreed, the Clerk to follow-up.

14. Listing of The Plough Inn

There are indications that the pub has been sold as a going concern. It was felt that the façade is worthy of listing and will be further discussed at the next meeting.

15. Management of development in the parishes

David Herrick (Chairman, Smeeth Parish Council) has proposed a joint policy to manage development in the parishes. It will be discussed by Smeeth PC at its July meeting. Cllr Hickmott tabled a draft paper for discussion (attached).

16. The Warren: Masterplan for management of projects

See Matters Arising.

17. Adoption of the telephone kiosk at The Five Bells

Cllr Mayland advised that the phone has been disconnected and proposed that the kiosk be adopted by the Parish Council to preserve it as an historic, heritage asset. The kiosk can be adopted from BT at a cost of £1, after which the phone itself will be removed and the Parish Council would become responsible for insurance and maintenance. Power can be left if so wished. The 4000 kiosks thus adopted to date have been used for a variety of purposes, such as libraries and noticeboards. Clarification will be needed as to ownership of the land on which the kiosk stands. It was proposed that the kiosk at The Five Bells be adopted.

Resolved:

That the telephone kiosk at The Five Bells be adopted.

18. Correspondence

18.1 Campaign to 'Fly the Red Ensign' for Merchant Navy Day 3rd September 2018

18.2 Ashford You, quarterly magazine from ABC

19. Open Session

The meeting was suspended to allow residents to raise matters of concern with the Council.

A pothole at the top of Knatchbull Way was reported.

The meeting was reconvened.

20. Any Other Business

20.1 The Summer fete will be held on Sunday June 24th. Village groups will not have to pay for their stalls and will keep all of their takings. Money will be raised by advertising and the BBQ. Attractions include a small boot fair, fairground and fireworks.

20.2 Following last year's success, the Firework Display will be repeated, on 2nd November.

20.3 There will be ceremony at the War Memorial on 9th November.

20.4 Procedures to ensure the Parish Council's compliance with the General Data Protection Requirement will be brought to the next meeting.

21. Dates for meetings in 2019

Monday 21st January, 18th March, 20th May, 15th July, 16th September and 18th November.

22. Date and Time of Next Meeting

Monday 16th July at 7.00pm in Brabourne Village Hall.

The meeting closed at 8.07pm.

Agenda item 15

Draft Brabourne & Smeeth Joint Development Policy

The Parishes of Brabourne and Smeeth have jointly developed a policy position on their behalf and would also like to promote the management and control of the cumulative effects of development on the local area through the inclusion of an area specific policy within the Local Plan.

The village protection policy (VPP) is intended to provide a co-ordinated policy basis for the consideration of development proposals in a defined character area around the village centres of Brabourne Lees, Smeeth and East Brabourne. The collective concern of the two parishes is to protect the intrinsic character of these three areas of the villages.

The VPP is not intended as an 'anti-development' policy, but it seeks to set a series of bespoke criteria that can be applied to proposals to ensure that they are acceptable in terms of their impact on the local area. Small scale development of up to around 10 properties will be welcomed, encouraged and supported in the right locations.

The policy is intended to be a key consideration in the determination of development proposals within the settlement area by setting out criteria which development proposals are required to meet.

Proposals for new development in the Brabourne and Smeeth villages area will only be permitted on sites adjacent to or within the defined built up areas of existing settlements provided that all of the following criteria are met:

- a) The development respects the character of the area, its landscape setting, historic and archaeological reference points and sites of biodiversity value, and in particular, can demonstrate that it will not exacerbate current impacts to existing verges, the street amenity in villages, or rural activities that sensitive to development impacts;
- b) It can be demonstrated that the development will not on its own or cumulatively as a result of other permitted, committed or planned schemes within or adjacent to Brabourne and Smeeth villages generate a type or amount of traffic that would be inappropriate to the rural road network that serves it;
- c) There would be no significant impact either individually or cumulatively as a result of other permitted, committed or planned schemes within or adjacent to Brabourne and Smeeth villages on the character of or important features within the sub area including the rural lanes, verges and hedgerows which cross the

area ; and

d) There would be no significant impact on the amenities of occupiers of any neighbouring properties.

In accordance with national planning policy and guidance, the existing policies within the Local Plan are required to be supported by evidence including (but is not limited to) the following:

- Photographic evidence identifying key architectural characteristics of the sub area
- Photographic evidence and written justification of areas considered by the local community to be valuable, ecological assets
- Identification of locations within the sub area that are socially/environmentally sensitive
- Traffic counts (number and vehicle class)
- Speed data
- Crash data
- Photographic evidence demonstrating damage to footways / carriageways and hedgerows etc. caused by HGVs