

**BRABOURNE PARISH COUNCIL**  
**Minutes of a Meeting of the Parish Council**  
**Held at 7.00pm on Monday 28<sup>th</sup> July 2014**  
**At Brabourne Village Hall**

**1. Present**

Cllr Hickmott (Chairman), Cllrs Mrs Bewick and Mrs Tanner, Cllr Joules, and Mrs Wood (Clerk). Cllr Howard was present, and two members of the public attended.

**2. Apologies**

Apologies were received from Cllr Mrs Young, Cllrs Mayland and Spokes (prior commitments), Cllr Miss Martin (ward member), Mr Graham Kingston (Community Warden) and PCSO Huckstepp.

**3. Declarations of Interest**

There were no Declarations of Interest.

**4. Minutes**

**Resolved:**

**That the Minutes of the Meeting of the Parish Council held on 12<sup>th</sup> May be approved and confirmed as a true record.**

**5. Matters Arising**

**5.1 Roads and Footways**

**5.1.1** Flooding in Church Road. This has been reported to the Joint Transportation Board.

**5.1.2** Closure of The Street, East Brabourne. The works have been completed and the road reopened.

**5.1.3** Pilgrims Way. No apparent action as yet, the Clerk to pursue.

**5.1.4** Green Lane and Plumpton Road. Repairs have been completed.

**5.1.5** Blocked drains in The Street, between St Mary Brabourne and Iden Corner, will be reported to KCC Highways.

**5.1.6** Parking in Manse Field and The Warren. The Parish Council has received a number of complaints that bins have not been emptied; it was reported that the Biffa waste collection vehicle had been prevented from reaching the properties by cars parked on the road. This is a problem of recent origin, indicative of a change in parking patterns possibly caused by the construction work at Manse Field. Contractors have been instructed to park away from the site because their vehicles aggravated the problem, and a letter was sent to residents asking that their cars be parked elsewhere when the waste collection is expected, to allow access. It was noted that the Biffa vehicle reverses down Manse Field, and the overhang then causes difficulty at the corner; cars parked in the turning head mean that the Biffa vehicle cannot drive down and then turn round. The contractors cannot park on the Manse Field construction site because they would not be covered by insurance and construction vehicles are already on site. It was stated that cars from Lees Road properties park in Manse Field, but because they park close to the Bridge Road junction it was not thought that they adversely affect the situation. It was noted that garden waste is collected, but the vehicle used is smaller because not all properties use the service. It was thought unlikely that Biffa would change to a smaller waste collection vehicle for Manse Field and The Warren. The situation will be monitored and it is hoped that it will improve when the construction work is completed.

**5.2 Village handyman scheme** Cllr Hinchliffe (Smeeth Parish Council) is to submit the list of top ten tasks drawn up by the Parish Councils to Ashford Borough Council, which will then generate a costings breakdown. A decision will be made regarding participation in the scheme (more accurately described as the Village Caretaker Scheme) in the light of this information. Brook and Mersham Parish Councils have indicated that they are willing to participate in the scheme provided that they are not the lead parishes. The Chairman reported that Cllr Hinchliffe has proposed that Smeeth Parish Council is the lead parish. Cllr Howard cautioned against over-complication, suggesting that the Parish Councils take on the 'extras' that are not delivered by Ashford Borough Council. Costings may be delayed because contract renewal is being negotiated, but it was noted that working in a cluster will bring economies of scale. The Chairman stated that Cllr Mayland had commented that any decision on participation should be made by the incoming Council after the May 2015 elections; it was thought unlikely that the scheme would be in place before then. The scheme will be discussed further when the costings breakdown is known.

- 5.3 Local Needs Housing (LNH)** Tessa O’Sullivan (Rural Housing Enabler, ACRK) is in discussions with Mr and Mrs Fortescue regarding the ‘Builders Yard’ site.
- 5.4 Community Led Plan and Emergency Plan** Working groups have been set up for both plans, and meetings held in July.
- 5.4.1** Safe and Well? Conference 27<sup>th</sup> September. It was thought that this would be of interest to the Emergency Plan Working Party, and Richard Graham had indicated a wish to attend, at a cost of £10 per delegate.
- Resolved:**  
**That Brabourne Parish Council pays for Mr Graham to attend the ‘Safe and Well’ conference on 27<sup>th</sup> September, at a cost of £10.**

- 6. Reports from Community Warden and PCSO**  
 No report in Mr Kingston’s absence. PCSO Huckstepp’s report is attached.

- 7. Financial Report**  
**7.1 To agree payments in accordance with the Budget**  
**Resolved:**  
**That the following payments be agreed in accordance with the Budget.**

Payments

Details	£
S Wood (gross salary June)	489.49
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Harmer and Sons [414.00 + 48.00]	462.00
Brabourne Baptist Church (hall hire)	9.75
Keith Tait Tree Surgery (balance of invoice)	99.00
Information Commissioner (DPA registration)	35.00
S Wood (expenses)	26.64
Brabourne CEP School (John Moreton prize)	50.00
D Ansley (salary) (33 hrs @ £6.31/hr)	208.23

Receipts

Details	£
Lloyds Bank interest	1.17
VAT refund	123.30
Allotment rental	18.75

Balance £ 22997.20 (cheque and deposit account)  
 £ 668.00 (No. 2 account for CLP and EP group)

The Chairman suspended the meeting and invited Mr Clayton to update the Council on the purchase of 2-way radios. Mr Clayton stated that the radios initially considered were ~£300/unit, and 6 were required. Alternatives were used at the fete on a trial basis, these cost £40 each, with associated other minor costs including £75 for a 5-year licence. The latter has been met by Mr Clayton who will seek reimbursement. The meeting was reconvened.

- 7.2 To consider a donation to Kent Air Ambulance**  
 The Chairman stated that similar requests had been refused, but all were considered on a case-by-case basis. It was proposed that £100 be donated, because the service is available to all residents.
- Resolved:**  
**That the Parish Council gives a donation of £100 to the Kent Air Ambulance.**

- 8. Planning Committee report**  
**8.1 Planning applications received**  
 Cllr Hickmott (Chairman, Planning Committee) reported on 3 planning applications, with the following recommendations.

Raffles, Canterbury Road: Change of use of land for keeping horses and stable block. No objection.

St Cyriac, The Street: Removal of pebbledash from 3 chimney stacks and rebuild in brick, replace guttering. No objection.

Wren Cottage, Pound Lane: Single storey side extension. No objection.

**Resolved:**

**That the Parish Council accepts the recommendations of the Planning Committee.**

Of older applications, the following applications were permitted: Byways, Hampton Lane; The Piggery, Penstock Hall Farm; Three Ways, Scots Lane; Martlets, Pilgrims Way; Missingham Farm, Pilgrims Way; 1 Providence Cottages, Lees Road.

The following application was refused, although it had been supported by the Parish Council: Little Foord, Bulltown Lane.

Cllr Howard updated the Council on the following:

The Alders, Weekes Lane: No appeal was made to the Planning Inspectorate and therefore officers have been instructed to move to enforcement. Discussions are being held with the applicant's agent re a timetable for removal.

The Gables, Fiddling Lane: Officers have visited the site and the need for a planning application is being discussed.

The Chairman reported that the marquee at The Five Bells has not yet been removed, a corrugated roof put on and hardstanding put in. These have been reported to Planning, but there has as yet been no response; Cllr Howard will pursue this with the Officers. It is unclear if the works being carried out are related to the extant planning permission (12/01235/AS), but the garden and car park cannot be used because of the presence of contractors' vehicles. Pub users are therefore parking in The Street, to the annoyance of the residents.

The draft SPD (Supplementary Planning Document) on Stables, arenas and other horse related development is out for consultation. Cllrs were asked to send comments to the Clerk before 12<sup>th</sup> September.

**9 Report from KALC representative**

At the meeting on 16<sup>th</sup> July a presentation was given on Emergency Planning. This was about 'Itap' (Infrastructure, Training and Resilience Projects) a training programme run by the Army. Attendance at a number of weekend courses is a requirement, each costing £280. It was not thought to be of relevance to the parish.

**10 Allotments project**

Remedial works to the trees beside the access are to be carried out, at a cost of £495. A contribution towards this was invited from Shepherd Neame and Pemsey Farm, but there have been no replies. It is unclear who owns the land on which the trees are located. Costs will have to be recouped from rental payments. Plots are still being taken. Repairs to the gate post are in hand with the Chairman.

**11 Correspondence**

**11.1** Consultation on temporary diversion of Manse Field footpath. The Parish Council had no objections.

**11.2** Grass cutting at the hall. It has come to light that Landscape Services has been maintaining the hedges and grass at the hall, including land not owned by ABC. This will now be the responsibility of the Hall Committee which has asked the Parish Council for financial help given that the hall is running at a loss. Landscape Services have quoted for continuing the works. Harmer and Son are to be invited to quote.

**12 Parish Council noticeboard**

Cllr Howard has made a grant of £250 to each of the 2 Parish Councils towards the cost of the new noticeboard. A suggestion from Smeeth Parish Council that a board be made by a local resident was not thought to be a practical proposition.

The Clerk presented 3 quotes: WDS Signs Ltd £1575; Notice Board Company (UK) Ltd £1599; Greenbarnes Ltd £1796.79. All quotes are net of VAT.

**Resolved:**

**That the quote from WDS Signs Ltd be accepted.**

WDS Signs Ltd does not offer an installation service, Mr Young will be asked to install the noticeboard.

### **13 Commemoration of the outbreak of the First World War**

A number of events are being organised by ABC, including the 'Lights Out' initiative on 4<sup>th</sup> August. Details are on the Brabourne website. South East Trains is funding restoration of war memorials – information has been passed to Mr Graham.

Cllr Howard sent his congratulations to Mr Graham on the success of the Drumhead Service in June. All regiments and battalions with the Freedom of the Borough will march through the town between 2014 and 2018. Events are being organised for 2018 to celebrate the centenary of the ending of the war.

### **14 Open Session**

**14.1** Mr Willis asked if installation of the hoarding at Manse Field could have been postponed until after services had been out in; Cllr Howard stated that this is not allowed by the Health and Safety Executive. The request to paint the hoarding dark green had been refused for the same reason. The perceived delays in construction of the houses are due to the length of time taken to put in the services.

**14.2** Mr Willis reported overhanging trees on the track between the rear of homes at The Warren and Prospect Way, and asked who had responsibility for cutting these back. Mr Willis was advised that this lay with the property owners; and any request to ABC for action would be low priority; it is, however permissible to cut overhanging vegetation but the cuttings must be returned. PCSO Huckstepp is to be asked to inspect the track and contact homeowners where necessary; if they are unable to carry out the works their permission will be sought to undertake it.

**14.3** Mr Willis suggested that 'No Parking' signs be installed on the green; the Clerk will bring costs to the next meeting.

**14.4** Wooden railings have been put in by the steps leading to the square between 7 and 14 The Warren, the Parish Council had not been notified of the works.

**14.5** Mr Clayton asked if the Builders Yard site is being assessed for LNH; Cllr Howard replied that it is for a mix of LNH and market. Mr Clayton expressed concerns at the rationale behind the shared equity scheme – if an occupier moves having taken an increased share, the home is offered at the same (increased) level of equity. The Chairman replied that 'staircasing' is permitted, but rarely happens. He noted that all properties in Fortescue Place are still at their original percentage share. Any price increase is due to inflation.

### **15 Inspection of trees on The Warren**

The Clerk reported that the 5-yearly inspection is due.

**Resolved:**

**That Keith Tait Tree Surgery be asked to carry out the inspection of trees on The Warren.**

### **16 Any Other Business**

**16.1** Cllr Mrs Tanner reported overhanging trees on the road to Sellindge, which force large vehicles, eg skip-lorries and tractors, into the centre of the road. Cllr Howard recommended that she contact KCC Highways, and suggested that she liaise with Stagecoach given that this is a bus route. Cllr Joules asked if Highways would contact property owners; Cllr Howard suggested that they be asked to do so.

**16.2** Cllr Joules reported that railings around the waterways in Plumpton Road and West Brabourne have been damaged.

**16.3** Cllr Howard reported that J10A will be a full junction and is now a Highways Agency project - ABC and KCC are therefore Consultees, and ABC's views will carry considerable weight. Measures will be put in place to prevent, eg, rat-running in Mersham. Warehousing or other development on site U19 is independent of the J10A project and will have to go through the planning process. Cllr Howard noted that an area at the junction of Highfield Lane and Kingsford Lane is an SSSI (Site of Special Scientific Interest). Cllr Howard reported that the A28 between the 'Tank roundabout' and the 'Matalan roundabout' is to be dual carriageway.

The Jasmine Vardimon Dance Company is to open an international Dance Academy, which will lead to improvements at the Stour Centre. £300,000 is being given by the Arts Council.

The new college in the town centre is the highest educational priority for the South East Local Enterprise Partnership, Hadlow College is likely to be involved.

A Model Railway Museum is to be established on the old Klondike Site near the Designer Outlet. It is projected that this will attract 200,000 visitors in the first year, rising to 1,000,000 in 4 years.

The Outlet attracts 7,000,000 visitors pa, and has the biggest catchment area and highest occupancy rate of all MacArthur Glen outlets in Europe.

Ashford International Station is used by 3,300,000 travellers each year (excluding those who traverse).

Cllr Howard reported that an application to extend the Newnham Court Shopping Village had been refused by Maidstone BC. This and a number of similar refusals may benefit ABC.

**16.4** The Chairman reported that the cabinet for the village defibrillator is for internal use but is on an external wall. The Clerk stated that Composite Resin Developments of Sandwich is to provide a bespoke cover, thought to be free of charge.

**16.5** Listing façade of The Plough Inn. The Chairman noted that it is necessary to prove a connection to an historical event to list a building. The Shepherd Neame website states that the building was used by the army in the Napoleonic Wars, but such anecdotal evidence is insufficient. The Chairman will research the Maidstone archives.

**16.6** The Chairman reported that funding for the playing field improvements has not yet been forthcoming.

**16.7** Sewage and surface water flooding was reported in Ramstone Close and Manse Field, due to the incapacity of the pumping station after heavy rain. The Clerk had contacted Southern Water who advised that although they would come out to clear up after a flood event, they would not visit beforehand to look at preventative measures. The Clerk was told that their policy is reactive, not proactive.

**16.8** The Chairman reported that he had presented the John Moreton Memorial Prize at the Leavers Evening at Brabourne School. For the first time there were 2 recipients of the Prize, because the school could not decide between them.

**16.9** Cllr Mayland has stepped down as governor of Brabourne School, and a vacancy has therefore arisen. Anyone interested should contact the school, given that it is not a requirement that the governor be a Parish Councillor. Cllr Mrs Tanner noted that the intake is dropping, and only 8 pupils will join Reception in September (cf maximum intake of 15). Cllr Howard stated that this may be due to demographics, which show a drop over the next 2-3 years but a significant increase thereafter. Cllr Mrs Tanner advised that funding is reduced concomitant with falling pupil rolls.

## **17 Date and Time of Next Meeting**

Monday, 21<sup>st</sup> September 2014 at 7.00pm, in Brabourne Village Hall.

The meeting closed at 9.40pm.

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### **PCSO's Report**

This is the police report for Brabourne Parish Council's July meeting.

There have been two recorded crimes in the village in the last two months.

The first was in relation to a theft from a motor vehicle parked in the Canterbury Road area. The owner of the vehicle was a contractor doing some work at a property in the area. The vehicle was parked at the end of the driveway where he was working, however due to the hot weather the front windows of the vehicle had been left open. The offenders have come along and taken some money that was in the vehicle.

The second was in relation to the theft of some garden furniture from a garden in the Canterbury Road area. The victim had a pub-style garden bench and table situated in a secluded part of the garden. It would appear that the offenders have been to the address while the victim was away on holiday and taken the garden set. Because of the size and weight of the garden set it would appear that it was more than one person who may have been involved.

As a result of these incidents I have visited both of the victims to offer advice on crime prevention and I have also increased my patrols in the Canterbury Road area. I have also been making regular patrols around the Smeeth School as there have been some issues with youths gaining access to the playing fields at the weekend. After speaking with the Head she made me aware that the youths do not have permission to be there and have been causing some minor damage to the fences in order to gain access. I have spoken to one group of youths there recently and given them some words of advice. The youths were happy to move on but as it is the summer holidays I am keeping an eye on the area to make sure no bigger issues arise.

All in all it has been a very good couple of months with very few incidents to report.

I will again be holding a surgery at the Orpins store in the village. So if there are any questions or concerns that anyone wishes to discuss with me they are more than welcome to come and see me and I will endeavour to help.

I will be there next on 7<sup>th</sup> August between 4.00 - 4.30pm.

Alternatively you can email me on [58551@kent.pnn.police.uk](mailto:58551@kent.pnn.police.uk)  
PCSO Andrew Huckstepp 58551