

**BRABOURNE PARISH COUNCIL**  
**Minutes of a Meeting of the Parish Council**  
**Held at 7.30pm on Monday 20<sup>th</sup> January 2020**  
**at Brabourne Village Hall**

**1. Present**

Cllr Mrs Tanner, Cllrs Harbottle and Joules (who arrived during the Open Session), and Mrs Wood (Clerk). Cllr Howard (ward member) attended and nine members of the public were present.

In Cllr Hickmott's absence, Cllr Harbottle assumed the Chair.

The meeting being inquorate pending the arrival of Cllr Joules, the Chairman brought forward the Open Session.

**16. Open Session**

**Tree planting on the village green:** It was noted that the village green is used for football, and the Parish Council was asked not to plant trees where the games are played; all of those involved are well-behaved and move the goal posts so that the surface is not damaged. The Chairman replied that the trees would be planted elsewhere so as not to disrupt the games. Use of the green for football was welcomed by Cllr Mrs Tanner. Cllr Howard advised that the borough council is to give ten trees to each parish in return for data on the number of trees on Parish Council-owned land; Parish Councils will decide where the trees are to be planted, and can control where they are planted if on Parish Council-owned land. Cllr Howard noted that the village green is a community facility so the trees should not be planted where football is being played. The Clerk advised that the trees would be planted by the village caretaker under supervision. Cllr Howard said that if a Parish Council did not have land it could work with other Parish Councils or use another community facility if permission were given. The Chairman noted that the Parish Council will liaise with Smeeth Parish Council re tree planting.

**Lees Road resurfacing:** Part of the road has been resurfaced but that leading to the hall is in a poor state. The Chairman noted that he was not aware of any plans to continue the works and agreed that the remainder is in need of repair. This will be reported to Highways and the help of the county councillor (Clair Bell) sought if necessary.

Cllr Joules having taken his seat, the meeting was now quorate.

**2. Apologies**

Apologies were received from Cllr Hickmott (indisposed), Cllr Mrs Young and Cllr Spokes (work commitments). It was proposed that the reasons for councillors' apologies be accepted.

**Resolved:**

**That the reasons for councillors' apologies be accepted.**

**3. Declarations of Interest**

There were no Declarations of Interest.

**4. Minutes**

**Resolved:**

**That the Minutes of the Meetings of the Parish Council held on 18<sup>th</sup> November 2019 be approved and confirmed as a true record.**

**5. Matters Arising**

**5.1 Roads and Footways**

- 5.1.1** Reduction in speed limit in The Street, East Brabourne: Cllr Clair Bell has agreed to fund the traffic speed survey but the date is unknown, the Clerk to follow-up.
- 5.1.2** Manor Pound Lane: The cracks have been reported to Highways and the Highways Steward has attended.

- 5.1.3 Fingerpost sign at Weekes Lane: This has been reported to Highways. It was suggested to the Highways Steward that the pole be moved back to prevent damage from passing agricultural vehicles, who agreed with the proposal.
  - 5.1.4 Village sign near St Mary Brabourne: The damaged sign has been reported to Highways.
  - 5.1.5 Canterbury Road/Manor Pound Lane junction: The dip in the road has been reported to Highways. It is likely that resurfacing works will be carried out in the next financial year and will require road closure.
  - 5.1.6 Green Lane: Drainage works in Plumpton Lane led to a diversion via Green Lane, but the volume of traffic has resulted in degradation of the Green Lane surface. This will be reported to Highways.
- 5.2 **Village caretaker scheme** Notices have been delivered to all houses backing on to the stream cautioning against dumping garden waste, because of the risk of blocking the culvert and possible flooding.
- 5.3 **Community Led Plan Group (CLP)** Bulb planting continues, and the Emergency Plan is on hold and currently in hand with Smeeth Parish Council.
- 5.4 **75<sup>th</sup> anniversary of VE Day and VJ Day** George Taylor will circulate details of events planned.
- 5.5 **Website migration** This must be migrated from the KCC host because of the new accessibility regulations, the KCC website not being compliant, these are best-practice guidelines to ensure that those with visibility issues are catered for. A website development company has offered its services to Parish Councils to provide a fully compliant website, at a fee of £595 pa for a minimum three-year term. This compares with £1500 for future hosting by KCC. The details will be forwarded to Cllr Mrs Pereboom of Smeeth Parish Council for consideration as she has experience in this field. She will advise both Parish Councils. There are also free templates available but without the support for development and uploading of content. It was suggested at the Smeeth Parish Council meeting that the websites for Smeeth and Brabourne be combined, which would reduce costs. The Clerk to seek advice on the legality of a joint website. Cllr Mrs Tanner advised that a local company offers website development services; details to be passed to Cllr Mrs Pereboom.

## 6. Borough councillor's report

Cllr Howard reported that the Borough Council has committed to being carbon neutral by 2030, and with up to an 80% reduction by 2025 – this is first in the list of the Borough Council's Big Eight projects. A borough-wide survey of trees on council-owned land is being carried out, to identify what remedial works may be necessary. To offset carbon emissions it would be necessary to plant 126,000 trees if no further action were taken. The Borough Council is working with landowners in the borough and elsewhere to identify possible sites for tree-planting, eg a joint venture with Folkestone and Hythe to plant a forest.

A multistorey car park with 500 spaces will be built behind the Bowling Alley. 140 spaces will have electric-charging points initially, and more will be put in as the number of electric cars increases.

Solar farms are being considered and more solar panels will be put in on council property.

The strategy will go out for consultation in the Spring.

Christmas events in the town centre were well received.

The Coachworks: This will be a work space for hot-desking with meeting rooms, conveniently situated close to Ashford International Station.

Planning: Cllr Howard has called in planning application 19/01540/AS to the Planning Committee. The applicants had asked that an agricultural tie be placed on the development, but the Planning Officer is concerned that the business cannot justify the need for a house. The Chairman advised that the Parish Council objected to the application because it is not compliant with Planning Policy, which aims to prevent isolated development in the countryside; if beyond the edge of the defined settlement the default policy is refusal, unless certain criteria are met, including agricultural occupation or re-use of an existing building – demolition is considered a rebuild and not re-use. Does the application meet the conditions for agricultural occupation – is it an essential need and is the business financially viable? The Chairman noted that there are no indications on the application that the required tests have been met. Cllr Howard agreed, noting that this is also the opinion of the Planning Officer, but it could be argued that the application would bring life back to the smallholding. Cllr Howard noted that Planning Officers had recommended refusal of the Hillside Limeworks, but permission was given and this is now a livable site. Cllr Howard stated that comments from other councillors on the Planning Committee would be welcomed. The Chairman cautioned against the concept of picking and choosing how planning policy is applied, noting concerns that this may weaken the protection afforded to the area.

The Chairman advised that the Parish Council may wish to speak about the application at the Planning Committee.

The Plough Inn: The decision on the application has not yet been issued.

## 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.**

Details	£
S Wood	536.90
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S Wood (Regulation Committee meeting KCC 3 <sup>rd</sup> Dec: 38 miles @45p/mile + £2.00 parking)	19.10
D Ansley (litter picking)	262.72
Brabourne PCC (donation)	250.00
Society for Local Council Clerks (subscription)	56.11
GeoXphere Ltd (Parish Online subscription)	42.00

### Receipts

Details	£
Lloyds Bank interest	0.40
Allotment rentals	840.00

Balance £ 19541.13 (cheque and deposit accounts)

### 7.2 Payment of £511.50 to Smeeth Parish Council being 50% of the costs of dog waste bags 2016-2019

The Clerk advised that it had been agreed that Parish Councils would share the costs of the dog waste bags, but by an oversight Brabourne Parish Council had not reimbursed Smeeth Parish Council for bags purchased since 2016.

**Resolved:**

**That the Parish Council reimburses Smeeth Parish Council the sum of £511.50, this being 50% of the costs of dog waste bags 2016-2019.**

### 7.3 Contribution to Brabourne Baptist Church for disabled access and safety works

Geoff Thorpe was invited to address the meeting.

He stated that the church is entirely self-funding, meeting all of the running costs plus the Pastor's salary and pension contributions; no money is forthcoming from a central fund. The lavatories at the church had been updated and a disability-compliant lavatory had been installed, at a total cost of £21,000, funded by grants and donations from the congregation. Additional works are needed to remove the lip outside the main door into the church, which makes wheelchair access difficult, at a cost of £1700, and the installation of lighting in the church car park. Smeeth Parish Council was approached for a contribution and agreed a grant of £500. Grants were given by KCC and the Borough Council because the church is regarded as a community hall, given that it hosts a weekly well-being clinic, coffee mornings, meals for the elderly, the MP's surgery, Parish Council meetings and other non-church activities. Cllr Mrs Tanner proposed that Brabourne Parish Council contributes £500 to the works, in recognition of its value as a community space.

**Resolved:**

**That Brabourne Parish Council contributes £500 to the disabled access and safety works, in recognition of Brabourne Baptist Church's value as a community space.**

## 8. Planning report

### 8.1 Planning Committee report

#### 8.1.1 Planning applications

Approved by ABC:

18/01454/AS Andrews Garage, Plain Road, Smeeth

19/01418/AS Beddlestone Farm, West Brabourne (Certificate of Lawful Development granted)

19/01535/AS 5 The Malhouses. East Brabourne

19/01613/AS 26 Prospect Way (Certificate of Lawful Development granted)

19/01645/AS Park Farm, Pound Lane (Prior approval is given)

Decisions awaited:

Y19/0257/FH Otterpool Park The Parish Council objected to the application

19/01408/AS The Knoll, Lees Road The Parish Council commented on the application

19/01483/AS Shabani Oast, East Brabourne The Parish Council supported the application

19/01540/AS Land to the rear of Minnis Moor Stables, East Brabourne The Parish Council objected to the application

19/01553/AS The Plough Inn The Parish Council supported the application

Appeal to the Planning Inspectorate:

19/00819/AS Missingham Farm, East Brabourne The Parish Council did not comment on the application

### **19/01779/AS 3 Mountbatten Way, Brabourne Lees**

#### **Rear single storey extension with garage roof amendments (revision to roof design approved under application 19/00956/AS)**

The application is for minor amendments to the roof and internal layout. It was proposed that the application be supported.

**Resolved:**

**That the application be supported.**

### **20/00013/AS The Gables, East Brabourne**

#### **Lawful development certificate - proposed - single storey rear extension and install an additional window on side elevation.**

This being a Certificate of Lawful Development, the Parish Council was not consulted and will not be commenting.

## **8.2 Neighbourhood Plan (NP)**

The Chairman tabled Cllr Hickmott's comments: Wye with Hinxhill Parish Council has an adopted NP. The Borough Council recently formulated a Masterplan which conflicts with the NP. As a result Wye Parish Council is taking legal action against the Borough Council for adopting a Masterplan that conflicts with the adopted NP. The result may not be known for some time. In view of this, is there any value in having an NP if the Borough Council can ignore it and ride rough-shod over it? Cllr Hickmott proposed that Brabourne Parish Council go ahead with submitting the required plan to the Borough Council to initiate the NP process, given that this does not commit the Parish Council and there are no cost implications. It was noted that Smeeth Parish Council agrees with this approach.

Cllr Howard counselled against basing Parish Council decisions on the situation in Wye, which is in a unique position; Wye also has one significant landowner controlling the majority of housing sites.

Cllr Howard recommended that the Parish Councils continue with an NP; this would have to be compliant with the NP but the Local Plan and NP taken together would put the Parish Council in a strong position.

Cllr Howard advised that a call for sites will shortly go out as part of the process to ensure a continuing 5-Year Housing Land Supply.

Cllr Howard stated that Mersham Parish Council is considering producing an NP after the Finbury development is spilt from Mersham Parish – Finbury parish councillors had been against an NP.

The Chairman stated that the Wye situation raises questions as to the circumstances under which an NP could be over-ridden by the Borough Council; there is a need to ensure that the NP would be respected. It was noted that there have only been preliminary discussions between the two Parish Councils and the Borough Council, the latter having agreed that it can be a joint NP. The next step would be to produce a map defining the neighbourhood in the NP; submission of the map would not commit the PCs to producing an NP and no costs would be involved. It was proposed that a map defining the neighbourhood for the NP be produced for submission to the Borough Council.

**Resolved:**

**That a map defining the neighbourhood for the NP be produced for submission to the Borough Council.**

## **8.3 Folkestone and Hythe Local Plan – main modifications consultation**

The Parish Council will not be commenting.

#### **8.4 Gypsy and Traveller Accommodation Local Plan - Options Report**

Cllr Howard advised that the Borough Council has to demonstrate that it has a 5-year land supply, and this is therefore a call for sites. The Clerk will circulate the link to the report; councillors' comments should be sent to the Clerk for collation and submission, to be ratified at the next Parish Council meeting.

#### **9. Local Needs Housing (LNH)**

Two possible sites have been ruled out: both in Smeeth - Manor Pound Lane and the Sandpit site. Tessa O'Sullivan [Rural Housing Enabler, ACRK] is to approach the owners/agents of land behind Fortescue Place which seems to be the most logical site for LNH development, a response is awaited.

#### **10. KALC representative report**

The January meeting included a presentation on the Borough Council CCTV Monitoring Centre, a report from Ashford Police, and an invitation to the Chairman and Vice-chairman to attend a 'Shape an ambitious new vision for Ashford'. The Minutes will be circulated.

#### **11. Allotments project**

The S106 payment from the Church Road site in Smeeth will benefit the allotments. The Society has indicated a hard surface to the car park area together with the removal of the bunds and their replacement with a low fence would be the preferred expenditure. If possible the hard surface should also extend up to the big shed. The Committee also proposes to reconstruct the bins to provide storage for manure and for chipped wood.

Rentals are being sent to the Parish Council; any plots relinquished have been taken up and another plot taken.

#### **12. Registration of land at the village hall as a village green**

In hand with Cllr Howard and the Village Hall Management Committee. Cllr Howard indicated that he would consider paying legal fees from his ward member grant if registration proceeds. The Clerk advised that the land is maintained by the village caretaker, and the work is funded by the Parish Council and Borough Council.

#### **13. Communication: joint working group with Smeeth Parish Council**

**13.1 Community newsletter** The second edition of the e-newsletter has been circulated. Content of issues is being planned to avoid repetition and maintain interest to subscribers. There are, to date, 225 subscribers with a 59% open rate. A number of spare flyers are available which will be left at a number of sites in the parishes. It is also hoped that the e-newsletter is being promoted by word-of-mouth. A number of organisations have asked that calls for volunteers are included in the Newsletter but it is proposed these will be restricted to one per issue.

#### **14. Date of Annual Parish Meeting**

It was agreed that the meeting be held on Wednesday March 25<sup>th</sup>.

#### **15. Correspondence**

All correspondence has been circulated.

#### **16. Open Session (contd)**

No further matters were raised.

#### **17. Any other business**

**17.1 Newspaper collection:** This raises a significant sum each year for the Scouts & Guides, but the group is now having to pay haulage costs, reducing the funds realised. The money raised enables subscription rates to be kept down. Consideration is being given to stopping the collection, but adequate notice would be given if this were the case. Cllr Howard suggested that the Parish Council significantly increases its budgeted contribution to ease the loss of the funds, reducing this over time. It was noted that Smeeth Parish Council has included a contribution of £500 in its budget, should Brabourne Parish Council increase its budgeted contribution from £300? To be discussed at the March meeting.

**17.2 Scout HQ:** The Scouts & Guides are seeking a contribution towards essential repairs to Scout

HQ. To be discussed at the March meeting.

**17.3** Requests for a dog bin: Requests for a bin by the bus stop on the village green and on Canterbury Road at the end of the footpath crossing Hospital Field were made. The Borough Council will be asked if these requests are likely to be granted.

**18. Resolution to exclude the public**

**Resolved:**

**That under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, because of the confidential nature of the business to be dealt with, the Public and Press leave the meeting during discussion of item 19, namely the Citizenship Award.**

**19. Citizenship Award**

**Resolved:**

**That the award be presented at the March meeting of the Parish Council.**

**20. Date and time of next meeting**

Monday March 16th at **7.30pm** in Brabourne Village Hall.

The meeting closed 9.25pm.