

**WEST KINGSDOWN PARISH COUNCIL****Minutes of the Planning Committee  
held on Monday 13<sup>th</sup> May 2024  
The Pavilion London Road****Members of the Parish Council:**

Cllr Watchorn ( Chairman ) Cllr I Bosley (Vice Chairman), Cllr Mrs P Bosley, Cllr D King, Cllr G Christie, Cllr Mrs M Richards, Cllr R McCarthy, Cllr Mrs V Bennett.

2 members of the public in attendance.

In the absence of the Clerk it was agreed that Mrs Bosley take the minutes of the meetings.

**1.Apologies for Absence:** Cllr S Gray, Cllr R Seal, Mrs Lynda Harrison

**2 Declarations of Interest:** Cllrs I Bosley, P Bosley, R McCarthy for Windycot, The Grove.

**3. Plans****SE/24/00727/HOUSE:12 Vernon Close**

Single storey rear extension with roof lantern, first floor rear extension. Objection & comment.

**SE/24/00301/LDCPR Foxwood Knatts Valley Road**

Proposed permitted development of an outbuilding and rooflights on existing bungalow.  
Comment.

**SE/24/00906/HOUSE: 190 Hever Avenue**

Demolition of lean to rear addition and construction of new single storey rear extension  
No objection.

**SE/24/00936/HOUSE: Oak House 13 the Briars**

Part single / part double storey rear extension, with rooflight, internal alteration. No objection.

**SE/24/01000/MMA The Drive London road**

Amendment to 23/03492/FUL. No Objection.

**SE/24/00606/FUL: Cantium Knatts Valley Road**

Proposal Change of use from a residential annexe building into a separate residential dwelling with ancillary parking and bin storage facilities. Objection.

**SE/24/00888/HOUSE: 71 Neal Road**

Conversion of a garage into annexe .Alteration to fenestration. No objection and comment.

**SE/24/01015/HOUSE: Windy Cot The Grove:**

Single storey rear extension. Comment.

**SE/24/01090HOUSE; Goodbury Farm**

Removal of remnants of a derelict outbuilding and erection of new replacement ancillary domestic outbuilding. Defer to next meeting.

**APPEALS****SE/24/00004/RFPLN Planning Inspectorate Ref: APP/G2245/A/24/3337438****Maplebank Poultry Farm Maplescombe Lane**

Proposed refurbishment / replacement of redundant farm building, to provide a new B8 (storage and distribution) facility to complement the existing (approved) B8 (storage and distribution) use of the site. Noted.

**Members to note**

3 Abbotswood London Road – A freedom of information request has been received by the applicant. The information requested has been provided. Noted.

**Minutes of General purpose Committee  
Held on Monday 13<sup>th</sup> May 2024  
The Pavilion London Road.**

**Members of the Parish Council:**

Cllr Mrs M Richards ( Chairman ), Cllr I Bosley Cllr Mrs J Watchorn, Cllr D King, Cllr G Christie, Cllr Mrs P Bosley, Cllr Mrs V Bennett, Cllr R McCarthy .  
2 members of the public in attendance.

**1.Apologies for Absence:** Cllr S Gray , Cllr R Seal, Mrs Lynda Harrison

**2 Declarations of Interest:** None.

**4. Footpaths: Stacklands Wood:** Notices have been put up in the woods advising “No Public Access, Private Woods”. It was noted that there are two public footpaths running through the woods, but many other well used paths, going back 50 years.

**RESOLVED** Mr Barry to be asked for his opinion regarding this situation. In addition official KCC waymarkers have been blacked out with paint and this matter to be referred to KCC Footpaths Officer.

**5. Correspondence:** None.

**6. South Darenth Football Proposals for the 2024/25 football season**

South Darenth believe they can fit all the pitches they require on the top site and an accurate map has been requested.

One 3/4 pitch

Two 7 a side pitches or

One 7 a side and one 5 a side.

In addition, they are interested in hiring the adult pitch. The Clerk has asked for confirmation of what use is proposed.

Both Hartley and Kingsdown Racers have confirmed they will be playing next season, both use adult pitches, currently one uses top and the other team always play on the bottom pitch. Both use changing rooms for team talks.

**RESOLVED** Proposed by Cllr I Bosley, seconded by Cllr D King, that the Parish Council cannot see how the configuration will work with the existing usage on the field and South Darenth be advised accordingly.

ALL IN FAVOUR

**7. Gamecock Fees****Review of Fees charged for use of Gamecock**

Adult £960.00 includes first set up. Weekly line marking in addition (Currently £30 per pitch)

Junior £500.00 includes first set up. Weekly line marking in addition (Currently £30 per pitch)

Mini Pitch £30 per game

Pitch only for season £60 per game

**Casual Use**

Pitch and Pavilion £100.00

Pitch one offs £ 80.00

Pavilion £ 40.00

Field and Pavilion £ 150.00

Sessions use of field £15 per session

These charges, which had been adjusted recently, were noted.

**Refreshment Room**

Per session £ 8.75

Pop-In £ 8.75

Commercial rate £15.00

**RESOLVED** Proposed by Cllr Mrs P Bosley, seconded by Cllr Mrs Watchorn, an increase of 5% be made from 1<sup>st</sup> June. Session rate £9.20, Commercial rate £15.75. to be ratified by Council. ALL IN FAVOUR

### 8. Policies and procedures.

- a. All policies and procedures to have printed at end of each document “created May 2024, to be reviewed May 2025” and all pages to be numbered.
- b. Standing Orders: amend “he” to “he/she” throughout document. Proposed by Cllr Watchorn, seconded by Cllr McCarthy, Paragraph 48 “the quorum of a committee or sub-committee shall be 5 of its members”.
- c. Financial Procedures : Under *Income* add No 8. Record card payments and reconcile with bank statement, monthly.
- d. Accessibility Statement: Amend “The test was carried out by the Clerk” omit Cllr McCarthy.
- e. Asset Register: Suggested some tidying up to make it more understandable and question raised regarding inclusion of Allotments in London Rd and CCTV.
- f. GDPR Personal Data Audit: Amend SAGE payroll to “a computerised package system”.
- g. Freedom of Information: Policy to be personalised to WKPC
- h. Complaints Procedure: Para 9: response within 20 working days amended to include “pro rata to the working days of the Clerk”. Correct contact telephone number.
- i. Code of Conduct: Received
- j. Anti harassment and bullying: Received
- k. Vexatious Complaints: Under Record Keeping “Formal Complaints : records will be kept on file for 7 years. A review of formal complaints received will be carried out annually in May”
- l. CCTV Policy: Received. Question asked is number plate recognition included and noted that operation is from the Office and the temporary arrangement made to cover the scaffold on The Pavilion needs to be removed.
- m. Co-Option Policy: Received.

Members to discuss with Clerk “Lone Worker Policy” and protection for Clerk in office with CCTV/panic button. Check provision made for library staff by KCC.

**RESOLVED** The policies and procedures, as present with amendments as listed, be recommended to Council for adoption.

Privacy Policy: question was raised if the current policy is up to date. Clerk to confirm if action is needed.

### 9. Requests and communications from Miss Crump

Members were aware of the time taken in handling such requests and communications by both Members and Clerk and the disruption to the workload and general day to day running of the office.

**RESOLVED** It was proposed by Cllr Mrs Bosley, seconded by Cllr Mrs Watchorn, that it be recommended to Council, that a meeting be arranged with Miss Crump to discuss her questions and that all Members have the opportunity to attend in order that the wealth of knowledge held by Members was available.

ALL IN FAVOUR

### 10. Pavilion redecoration

Members to view works to be carried out at the end of the meeting and schedule to be given to the Clerk.

### 11. Paving at Pavilion Library

**RESOLVED** Quotes to be obtained to cover the area not paved with paving slabs from the end of the building towards the car park, excluding the good concrete area in front of the office, and relay uneven existing slabs.

### 12. Pavilion/Village Hall Car Park

In the absence of Cllr Seal the Item was deferred to next meeting.

### 13. Meetings

Planning and Annual Parish Council Meeting, Wednesday 22<sup>nd</sup> May 2024 7.30pm pm at St Edmunds Centre. Meeting closed at 9.37pm