

**WEST KINGSDOWN PARISH COUNCIL**  
**Minutes of the Planning Committee**  
**Held on Wednesday 25<sup>th</sup> September 2024**

**Members Present:** Cllr J Watchorn (Meeting Chairman), Cllr A Blackburn, Cllr I Bosley, Cllr P Bosley, Cllr M Matthew, Cllr M Richards, Cllr R Seal, Cllr M Stoneham.

**In Attendance:** S Fishenden – Locum Clerk  
T Baker – *Incoming* Clerk & Responsible Financial Officer  
Cllr S Malone – District Councillor  
Five members of the public

**Members of the Public & Councillors who wish to raise matters**

An update was provided from the Brands Hatch Liaison Group:

- It was confirmed there was asbestos presents on the Woodall Farm industrial estate (formerly B&P coachworks). Mr Burley had attempted to contact the track manager. The Parish Council agreed to refer to SDC Environmental Health and draft a letter.

A member of the public that the service at West Kingsdown Medical Centre was poor. It was agreed to provide them with contact details for the MP's Office who could liaise on their behalf with the CCG and Practice to resolve issues.

Members of the public also raised concern at the speed of traffic on London Road. It was noted that speed surveys had so far been non conclusive. It was however agreed to raise with KCC as part of the Highways Improvement Plan process.

There was query regarding whether the site visit to the double yellow lines on Hever Avenue had taken place. Cllr Malone confirmed it was awaiting SDC officer availability

**Item 1: Apologies for Absence**

Apologies were received from Cllr King along with District Councillors, Bulford and Harrison.

**Item 2: Declarations of Interest**

There were no declarations of interest

**Item 3: Plans**

**SE/24/02303/HOUSE: Forge House, London Road**

Single storey rear extension, garage conversion and internal alterations.

It was agreed the Council would make the following comment on the application; "In view of the limitations on this plot, caused by the shared access drive to 'The Farriers', the Parish Council is concerned at the loss of garage space. If, however, SDC is minded to grant permission in this instance, then members would request a condition that the access drive be kept clear at all times".

PROPOSED: Cllr Watchorn. SECONDED: Cllr Stoneham. All in favour.

**SE/24/009781/CONVAR: 3 Abbotswood Bungalows, London Road**

Rear extension, replacement of outbuildings. Amended plans for lowering height & parapet wall

It was agreed the Council would object to this application until satisfied the height of the wall should not be above the eaves of No.2 as agreed in the previous planning application. Furthermore, the Council has concerns around the accuracy of measurements in the plans, concerns around the footings and whether they are satisfactory. The drawings submitted are not clear and no overall height have been provided.

The Council would also in the Comments section add "Residents of No.2 have had cracks appear in party wall which causes questions about footings used and the adequacy of them, we are extremely concerned that residents of No.2 have been affected by this excessive height since July 2023 when the roof was stripped and covered in tarpaulin since that time".

PROPOSED: Cllr I Bosley. SECONDED: Cllr Watchorn. All in favour.

**SE/24/02383/DETAIL: Home Farm, Crowhurst Lane**

*Applications for details pursuant to conditions*

The Council would make no comment on the eight details pursuant to conditions as they were for technical issues the Parish Council would not be qualified to challenge.

**SE24/02369/HOUSE – 8 Astor Road**

The Parish Council agreed to make the following comment; “The Council has concerns that the living room extension with the additional wall is extending more than 6 metres into the garden from the rear of No.6.

***The meeting closed at 8:47pm***

**WEST KINGSDOWN PARISH COUNCIL**  
**Minutes of the Parish Council**  
**Held on Wednesday 25<sup>th</sup> September 2024**

**Members Present:** Cllr P Bosley (Meeting Chairman)  
 Cllr A Blackburn, Cllr I Bosley, Cllr M Matthew, Cllr M Richards  
 Cllr R Seal, Cllr M Stoneham, Cllr J Watchorn.

**In Attendance:** S Fishenden – Locum Clerk  
 T Baker – *Incoming* Clerk & Responsible Financial Officer

**Item 1: Apologies for Absence:**

Apologies were received from Cllr King along with District Councillors, Bulford and Harrison.

**Item 2: Declaration of Interests relating to items on the agenda**

Cllr M Richards declared an interest in Item 13, as there was a payment to her.

**Item 3: Minutes of Previous Meetings**

*To approve as a correct record the MINUTES of the Planning Committee held on Wednesday 28<sup>th</sup> August 2024 as attached*

It was agreed the minutes of the Planning Committee held on Wednesday 28<sup>th</sup> August 2024 be approved.

*To approve as a correct record the MINUTES of the Parish Council meeting held on Wednesday 28<sup>th</sup> August 2024 as attached*

It was agreed the minutes of the Parish Council held on Wednesday 28<sup>th</sup> August 2024 be approved.

*To approve as a correct record the MINUTES of the Planning Committee held on 9<sup>th</sup> September 2024 and implement recommendations contained therein.*

It was agreed the minutes of the Planning Committee held on the 9<sup>th</sup> September 2024 were approved and the recommendations implemented.

*To approve as a correct record the MINUTES of the General Purpose Committee held on 9<sup>th</sup> September 2024 and implement recommendations contained therein.*

It was agreed the minutes of the General Purpose Committee held on the 9<sup>th</sup> September 2024 were approved and the recommendations implemented.

**Item 4: Any Urgent Business**

The Chairman to rule that any business received since the despatch of the agenda, by reason of special circumstances, be considered, to avoid any undue delay and have up to date information.

There was none.

**Item 5: Parish Clerk/RFO**

The Chairman welcomed Tracy Baker as the new Clerk & Responsible Financial Officer, she would commence employment on 1<sup>st</sup> October 2024.

**Item 6: Diary Items**

There was none.

**Item 7: Footpaths**

It was noted that cars were blocking the pedestrian crossing by the Portobello Inn.

**Item 8: Correspondence**

**Reusable Recycling Bags: SDC**

From 23<sup>rd</sup> September clear recycling sacks will be phased out and introducing 'Reusable recycling bags' to most households. The new bag is weighted, waterproof and resealable. When full it is approximately 600mm wide by 600mm deep, 900mm high. It holds 190 litres of recycling, about three clear sacks worth of

materials, folds for easy storage. These bags are already used by 130 councils across the UK. The change will save driving to deliver clear sacks and reduce carbon emissions and save around £200,000 a year helping to protect frontline services.

This was noted.

### **Request for Memorial Bench: Burial Ground**

Members are asked to consider a request for a bench in memory of Frankie Simmonds' nan who passed away on Christmas Eve. He says she was a beloved member of the village and active participant of the Catholic Church.

Members are requested to visit the Burial Ground before the meeting, to be familiar with the number of benches in the ground.

The request was agreed in principle, the Council were minded to allow the bench subject to further information being provided on the identity of the individual.

### **Remembrance Sunday: Poppy Wreath**

Members are asked to consider the purchase of a Poppy Wreath for the Service on Sunday 10<sup>th</sup> November at the War Memorial in the Parish Burial Ground. A type 'B' wreath was laid last year and a donation of £75.00 made.

It was agreed to purchase a wreath and make a donation of £75.00.

PROPOSED: Cllr Seal. SECONDED: Cllr Richards. Seven votes in favour and one abstention.

### **Item 9: Community Litter Picking**

The first session will take place on Thursday 10<sup>th</sup> October 2024 at 9:30am meeting at the bottom of Hever Road, adjacent to the field. This is advertised in SEKAM, website and noticeboards.

This was received. It was noted that Nitrous Oxide canisters can be collected at the Parish Office and collection arranged for disposal by SDC Direct Services.

### **Item 10: Parish Council Mobile Phone**

To consider the information to be tabled regarding a mobile phone for Council use.

The option of an iPhone would be explored. It was agreed to defer this to the next meeting if the cost exceeds the previously agreed amount.

### **Item 11: Facebook**

Members to re-consider the use of Facebook by the Parish Council. The decision was taken earlier this year not to have a Facebook page and that the matter be reconsidered once the six month rule on decisions had passed.

It was agreed to launch a Facebook page for information only, with comments restricted. The page would be managed by the Clerk, with support from Councillors.

PROPOSED: Cllr Seal. SECONDED: Cllr Blackburn. There were seven votes in favour and one against.

### **Item 12: Audit for the Year ended 31<sup>st</sup> March 2024**

As reported at the Parish Council meeting in August, Mazars have completed the audit and the Certificate for 2023/24 has been signed.

- a. Internal Auditor for 2024/25: To consider the reappointment of Karim Diamond to carry out the internal audit.

It was agreed to re-appoint Karin Diamond to complete the internal audit for the 2024/25 financial year.

PROPOSED: Cllr I Bosley. SECONDED: Cllr Stoneham. All in favour.

- b. Internal quarterly finance checks: To consider appointing a Councillor to carry out the internal finance checks on a three-monthly basis.

It was agreed that Cllr Matthew would carry out the internal finance checks.

**Item 13: Finance**

A )Details of income and expenditure to be tabled. .

Income and Expenditure reports were received.  
The total expenditure of £19,682.76 was approved.

PROPOSED: Cllr Blackburn. SECONDED: Cllr Richards. All in favour.

**Item 14: Appointment of Councillors to Management Committees**

- a) Old School Management Committee: The Council is required to appoint five members to this Committee which oversees the day-to-day running of the Old School Site, School Lane. Currently there are four representatives and therefore 1 vacancy. The Committee meets four times a year on a Monday evening.

It was agreed that Cllr Matthew would fill the vacancy.

- b) Village Hall Management Committee: The Council is required to appoint five members to this Committee which oversees the day-to-day running of the Village Hall. Currently there are three representatives and therefore 2 vacancies. The Committee meets four times a year on a Friday afternoon.

It was agreed that Cllr Blackburn would fill one of the vacancies. There would be one remaining vacancy.

**Item 15: Grants to Local Voluntary or Charitable Organisations**

Notification of the scheme has been posted and applications are invited for consideration for the year 2024/25. Application forms are available from the Parsh Office. Closing date is 31<sup>st</sup> October 2024. This was noted and received.

**Item 16: Report from Old School Management Committee**

Work to refurbish the children's toilets in the main building has been completed. These toilets are used by the pre-school children when using the hall. At the last Committee meeting it was noted that the fuse boxes need to be updated to bring it in line with current regulations. The work has been agreed.

The committee had hoped to undertake a refurbishment of the kitchen area in the old school building. But costs obtained far exceed the finances of the Management Committee. It was therefore agreed at the last meeting to put a proposal to the Parish Council for consideration and it is hoped that this will be ready for the October meeting.

This was noted. It was also noted that grants and a CIL application were also being explored.

**Item 17: Newsletter/Website Items**

It was noted there were three councillors missing from the Parish Council website. Their councillor profiles would be added.

**Item 18: October Dates**

Planning & General Purpose Meeting: Monday 14<sup>th</sup> October 2024 at the Pavilion at 7:30pm  
Planning & Parish Council Meeting: Wednesday 23<sup>rd</sup> October 2024 at St Edmunds Centre at 7:30pm

These were noted.

***The meeting closed at 9:27pm***

