

**WEST KINGSDOWN PARISH COUNCIL  
Minutes of the Planning Committee  
Held on Monday 11th November 2024**

**Members Present:** Cllr Mrs J Watchorn (Meeting Chairman), Cllr D King, Cllr Mrs M Richards, Cllr R Seal, Cllr M Stoneham, Cllr A Blackburn

**In Attendance:** Tracy Baker, West Kingsdown Parish Clerk

**Item 1: Apologies for Absence**

Apologies were received from Cllr M Matthew, Cllr Mrs P Bosley and Cllr I Bosley

**Item 2: Declarations of Interest**

None

**3. Plans**

**24/02218 Site: Parkwood Knatts Valley Road Knatts Valley Kent TN15 6XY**

**Development: Conversion of existing garage outbuilding and annexe to form a subdivision of land with a 2 bedroom detached bungalow with alterations to fenestration and new glass link. Landscaping.**

It was agreed that the Council would respond under "comment" in the following terms.

"If it is SDC's intention to grant approval in this instance then the Parish Council would expect it to contain all the conditions attached to SE/17/04020/FUL"

All in favour

**24/02739/LDCEX Site: The Warren Poultry Farm East Hill Road Knatts Valley Kent TN15 6YD**

**Development: Confirmation that the development approved under planning permission 21/02462/FUL has been lawfully implemented.**

The site is in the Green Belt and National Landscape Area.

This property can only be viewed from a public vantage point at some distance. At the time of the original application it was impossible to identify all the outbuildings half a mile away, especially as there was a good deal of vegetation on the site. In view of the above the council agreed to let this go by default.

All in favour.

**24/02719/WTPO Application for consent to cut down, prune or uproot trees covered by a Tree Preservation order.**

**Site: 11 Primmitt Close, West Kingsdown, TN15 6SW**

Two of these trees have severe ash dieback and the third has some signs of it, therefore it was agreed that the Council would have no objection.

All in favour.

Meeting closed at 19.37

**WEST KINGSDOWN PARISH COUNCIL  
Minutes of the General Purposes Committee  
Held on Monday 11th November 2024**

**Members Present:** Cllr Mrs M Richards (Meeting Chairman), Cllr D King, Cllr Mrs J Watchorn, Cllr M Stoneham, Cllr R Seal. Cllr A Blackburn

**In Attendance:** Tracy Baker, West Kingsdown Parish Clerk

**Item 1: Apologies for Absence**

Apologies were received from and Cllr I Bosley, Cllr Mrs P Bosley, Cllr M Matthew

**Item 2: Declarations of Interest**

Cllr A Blackburn declared an interest in points 7 & 8 as his company has provided the quotes.

### 3. Field opposite School Lane

A member of the public raised the issue of manure on the footpath, removal of trees around the pond and drainage to the pond. Cllr Stoneham contacted the Clerk to confirm that he walked part of the footpath in the field opposite the Old School and has the following comments:

1. The footpath figure post has been reinstated.
2. The heaps of manure are 2 metres or more from the hedge so do not obstruct the footpath. He suspects they have been placed to dissuade walkers from going onto the field.
3. The trees that have been cut down all appear to be ash trees that were subject to die back. Their removal has also opened up the area around the pond which lets in more light.
4. The pond itself has almost dried out but he suspects it has fairly deep mud in the bottom. He understands that if it is cleaned out, the arising have to be taken off site to an official dump site. In former times it would have been dumped on the bank and discretely along the base of the hedge. He doesn't think this forms part of the official drainage for the road as there are drains further down the road.

Cllr Seal stated that all drains on the left hand side of School Lane are blocked. Members ask The Clerk to report this to KCC and review in 3 months.

### 4. It was raised by a member of public how we might mark the previous Clerks years of service.

Members decided to address this at the next General Purpose Meeting.

### 5.Policies

The Clerk informed the Council Members that she has emailed Mr Fishenden 4 times and left a message on his answerphone, however, none of these have been responded to. The Clerk will put this on the next GP agenda and if we haven't heard by then suggests that we look at alternative ways to produce the missing Policies.

Noted

### 6.Speeding in School Lane

Concerns of Speeding in School Lane were raised at the last meeting. The Clerk contacted the Highways Improvement Plan (HIP) and has been given the following information:

"An enquiry was raised in Fe 12409854 with my colleagues in Planning and Advice who have investigated this issue and have responded as follows:

From the February report there were no recorded personal injury collisions or damage for the last three years at this location. OS data from HADMs (Highways Asset Digital Management System) indicates that compliance with the existing 40mph speed limit is good and that on average speeds are between 23mph and 28mph. Traffic surveys taken by the developer of the proposed housing development in School Lane, English Rural, also show average speeds to be significantly below 40mph. Traffic calming was looked at in the report however this is only implemented where average speeds exceed 10% + 2mph above the posted speed limit. As HADMs indicate that average speeds are below 30mph generally, this site would not meet the criteria for traffic calming."

Noted

### 7. Replacement fencing in the recreational ground

The Members of the Council were asked to consider Cllr Blackburn's quote as follows:

To replace/fix fencing at the recreational ground: £181 materials, £160 labour, Total £341.00

Cllr Stoneham proposed, Cllr King seconded.

5 in favour 1 abstention

### 8. Replacement of posts around the Gamecock field

The Members of the Council were asked to consider Cllr Blackburn's quote as follows:

The posts by the Village Hall, although not in great condition are re-useable. Labour and Consumables;

£80.00. Cllr Stoneham proposed, Cllr Watchorn seconded.

5 in favour 1 abstention

The Members of the Council were also asked to consider Cllr Blackburn's quote for the posts by the pavilion as follows: replacement, £63.98, some consumables £20, labour £70, Total £154.00

Cllr Seal suggested that the Council Members revisit the quotes he received for replacing the uneven paving around the pavilion first, as the building work could disturb the new posts if it goes ahead.

It was therefore agree to put this work on hold and add the replacement of the paving around the pavilion to the agenda in January.

## 9. Litter Picking

The next litter picking event will be held on Thursday 21st November at 9.30 and will meet at the back of the Co-Op. The new location was noted.

## 10.Quotes for masonry reinforcement works (Helifix) at the Pavilion building.

Last time we met we had received two quotes as follows:

South East Ties Ltd £985 plus VAT 10 year guarantee on workmanship and Helifix 10 years at 6%

Structural Renovations Ltd £2950 Plus VAT 12 month guarantee on materials and workmanship

The Clerk was instructed to gain a further quote which has now been received as follows:

Ashford Brick Work £2011.90 plus VAT this includes a 10 year warranty on design and materials

The Council Members agreed that as these were all Helifix approved suppliers and since the Council could see no compelling reason not to accept the lowest quote they agreed to go ahead with South East Ties.

Cllr Stoneham proposed, Cllr Blackburn seconded.

All in favour

## 11.Quote for folding bollards at the front of the recycling area.

Members were asked to consider the following quotes, these are all supply and fit:

### Wentworth Protection based in Addlestone

£580 for powder coated £590 stainless steel. This price is for supply and fit and includes VAT.

Both have same spec and include 2 fixings

Weight 5kg, Height 620mm, Width 62mm, Base 100x175mm, 4 keys and 12 month warranty

### HRD Security based in Sittingbourne

OPTION ONE – H680mm, w60mm, weight 8kg

2 PADLOCKABLE BOLLARDS Come with 2no Keys as standard, per padlock

STAINLESS STEEL FINISH TOTAL COST: £ 1,097.20 +VAT

POWDERCOATED FINISH 2 Powder Coated Bollards TOTAL COST: £ 953.20 +VAT

Additional keys can be provided @ £7.92+VAT per key

OPTION TWO – H680mm, W60mm, weight 6kg

INTEGRAL LOCK BOLLARDS (Come with 2 Keys as standard, per lock)

STAINLESS STEEL FINISH

2no Stainless Steel Bollards, £ 1,151.26 +VAT (INC LABOUR, PARTS & MISC MATS)

POWDERCOATED FINISH TOTAL COST: £ 964.93 +VAT

Additional keys can be provided @ £25.76+VAT per key, both have 12 months warranty

### Tonic Services based in Aylesford

Powder coated £505 inc VAT powder coated £552 inc VAT galvanised steel

Powder coated spec H620mm 3mm tough steel, depth 63mm, 3 fixings weight 5.5kg

Galvanised steel spec H696mm D63mm 2 fixings Weight 6kg

Both have 4 keys and 12 months warranty.

Council Members decided upon HRD Security's "option one" as this was the heaviest and therefore considered the most robust solution. Clerk to confirm if the keys to both bollards are aligned and arrange a collection day/s with the recycling lorries

Cllr Blackburn proposed, Cllr Seal seconded

All in favour.

## 12. Cameras

Prestige Services now have all 7 cameras up and running and one of these is a number plate recognition camera. The maintenance contract is one-off annual cost of £125.00+VAT – this includes one annual visit each year to fully test the system and upgrade any firmware or software where possible, clean all cameras of any dust and cobwebs and make sure the system is performing to its full capability including recording and any recording schedules we may need adjusting. They can also carry out any remedial works within this visit Any additional works which may be required we will not be completed until they have confirmed with us first just in case any additional cost will be required.

Whilst visiting it was noted with the Clerk that the night vision camera was of very poor quality and that the current system only has the capacity to record for 13 days.

The Clerk therefore requested a quote to upgrade the system as follows:

1 x Upgrade CCTV 4Tb HARD DRIVE – to achieve 30days recording - £185.00  
 1 x Replacement car park main entrance camera - 1 x Hikvision external Night Viewing CCTV Bullet camera – 2.8-12mm varifocal zoom lens - £390.00  
 1 x New 22inch CCTV monitor located in office to allow CCTV users instant control of CCTV system to save using the PC software which only allows Web Viewing and due to internet speed, the viewing is very slow and not user friendly - £125.00  
 1 x New Wireless USB Mouse - £15  
**Total £715**

Prestige Cameras have also confirmed that if we go ahead with the upgrade they will supply their annual maintenance contract visit at £90.00. (with a callout rate of £90.00, £70 per hour thereafter) This would not be due until 12 months has passed after these upgrade works.

The Council agreed that these were necessary works. Cllr Stoneham proposed, Cllr Seal seconded  
 All in favour.

### **13. Mobile phone**

The Clerk reported that the Parish Council mobile phone has now been purchased and delivered. The number is 07535 244047. The Clerk is now waiting for Sumup to contact the office to assist with creating new passwords and downloading the payment method onto the new phone. Noted

### **14. Update on Tennis Courts Project**

Cllr Seal to obtain quotes for the next meeting and the Clerk will add this to the agenda.

### **15. Church Woods Management Committee, Old School Management Committee, Village Hall Management Committee and Pavilion building.**

Cllr Seal requested clarification of the running and ownership of these buildings, to help new Members, The Clerk and general public understand how they operate.

Council Members discussed this and agreed that this information should be added to the West Kingsdown Parish Council Web site.

### **16. Website**

The Clerk requested changing the website as follows: remove the comment/contact us form as the public can contact the office by phone or email, and replace with the Contact details and Key Holder information.

The Clerk also asked the members to consider adding a list of all activities and clubs held in West Kingsdown to the website as there isn't currently anywhere that all of this information can be found. This could be listed by age group. The members agreed this could replace the tab named "directory" and could be renamed "What's on".

All in favour.

Cllr Richards asked The Clerk to find out if it would be feasible to increase the font size. Members requested that The Clerk add "Website improvements" to the next General Purpose meeting agenda in order to discuss how to further enhance this service for the community.

### **17. Free CPR & Defibrillator training**

The Clerk received an email from Bethany Fitzgerald who saw the post regarding the free CPR and defibrillator online training on the West Kingsdown Residents Group Facebook page.

Bethany is a paramedic for South East Coast Ambulance Service (SECAmb) working at Dartford but grew up in West Kingsdown and her parents still live here. She said she would love to offer some training to the local community covering CPR and Defibs, especially as West Kingsdown is not close to an ambulance station, so CPR givers are vital for this area.

She said she would be able to utilise the equipment from SECamb and would just need to be provided with a venue.

There would be no fee, however, she would like to place a donations box for the Air Ambulance Charity Kent Surrey Sussex and would just like someone to help her set up etc on the day.

She suggested the training would be for around 20 people. There will be a practical element and would hopefully have 2/3 manikins so would need a larger space such as the Village Hall.

She has suggested holding 2 sessions initially, Monday 2nd December and Tuesday 3rd, to see the uptake and then can always add extra sessions on. She is proposing to start at 10.30 and the training will last for around an hour to an hour and a half or she could do an afternoon session starting at 14.30. The training would be open to the whole community.

All members were in favour and it was suggested an afternoon session commencing at 14.00 be held on Monday 2nd December and the morning session commencing at 10.30 be held on Tuesday 3rd December. The Clerk will contact Bethany and ask for a minimum age as it was suggested that some 16 year olds may wish to take up this training.

### **18.Lightning protection testing**

The Clerk received an email from MDS stating that our lightning protection testing at The Pavilion is due next month. They state that in order to be in line with the safety standard BS EN 62305 it should be tested within a 12 month period. This would also be relevant for insurance purposes. The cost is £280+vat. Members asked the Clerk to look at the previous years' quote and our insurance and report back at the next meeting.

### **Meetings**

Planning and Parish Council next meeting, Wednesday 27th November 2024 7.30 at St Edmunds Centre.

**Meeting closed at 21.13**