



PARISH COUNCIL OF SANDHURST, KENT

Please reply to Catherine Catt, The Proper Officer, Old School, Back Road, Sandhurst, Kent TN18 5JS 01580-850295

MINUTES Full Council Meeting Wednesday 13 March 2019

In Attendance:

Cllr T Hannocks : Chairman	Mrs C Catt : Clerk
Cllr D Leggett : Vice Chairman	Mr A Crocker : Responsible Finance Officer
Cllr M Cope	
Cllr E Merrit	Mr S Baughen : Head of Planning TWBC
Cllr J Oliphant-Robertson	75 members of public

Apologies:

Cllr A Kerry	Cllr C Robinson
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Minutes & Action Points

Item No	Welcome & Introduction	Actions
	The Chairman, Cllr Hannocks, welcomed members of the public to the meeting, reminding them they would be able to take part in the Q&A session following Mr Baughen's presentation when business would be suspended. Cllr Hannocks said the meeting was due to finish at 21.30 hours and any outstanding items would be carried forward to the next meeting.	
03/19/02	Declarations of Interest	
	The following Councillors declared an interest due to the proximity of sites listed on TWBC's Local Plan website to their dwellings : Cllr Hannocks : Sites 149 & 227 Cllr Leggett : Sites 149 & 227 Cllr Cope : Site 438 Cllr Oliphant-Robertson : Site 320 A formal request for dispensation was made to the Proper Officer on 23.11.2018 and was granted on 4.12.2018. Cllr Merrit : declared an interest in the Old School Hall, Sports Pavillion & Toilets for which she has the cleaning contract.	

03/19/03	Appointment of Parish Clerk	
	<p>The Chairman introduced Catherine Catt as the new Parish Clerk. He thanked the Staffing Committee and Mr Crocker for their work in finding a well qualified clerk and a seamless transition.</p> <p>Cllr Hannocks also thanked Mr Crocker for his support and advice standing in as the Proper Officer during a difficult time.</p> <p>Proposal to appoint Catherine Catt as:</p> <ol style="list-style-type: none"> 1. Parish Clerk 2. Website & Social Media Manager 3. Proper Officer with effect from 1.4.19. <p>Cllr Leggett proposed the motion; Cllr Merritt seconded it and the meeting agreed unanimously.</p>	
03/19/04	Approval of the Minutes of Parish Council Meetings	
	<p>Proposal to approve the following minutes:</p> <p><u>5 February 2019 – Full Parish Council Meeting</u></p> <ul style="list-style-type: none"> ▪ Proposed by Cllr Oliphant-Robertson; seconded by Cllr Merritt; unanimously approved. <p><u>5 March 2019 – Planning Control Meeting</u></p> <ul style="list-style-type: none"> ▪ Proposed by Cllr Merritt; seconded by Cllr Oliphant-Robertson; unanimously approved. 	
03/19/05	Local Plan : Stephen Baughen, Head of Planning TWBC	
	<p>The Chairman introduced Mr Baughen who had been invited to clarify TWBC's Local Plan process, deadlines and consultation to dispel the rumours which have been circulating in the parish.</p> <p><u>Note :</u> A copy of Mr Baughen's presentation is attached as a separate document.</p> <p>Mr Baughen explained the process which was being followed by TWBC to develop its Local Plan and that information would be available on the TWBC website as it emerged. A draft plan will be published in May 2019 and will be followed by a public consultation between 5 August – 27 September 2019. The draft Plan will be updated to reflect opinion and a further consultation will be held between 30 March – 24 May 2020. Mr Baughen anticipated the final Plan will be available in early 2021, once it has been examined and approved by Government Inspectors.</p> <p>The Plan will take into account employment, leisure, retail, infrastructure, housing, etc. The number of new houses required has been identified using a government formula and for TWBC it is 690/year, giving a total of</p>	

	<p>almost 14,000 over the 20-year life span of the Plan. Mr Baughen emphasised TWBC will have to deliver this number of houses and there are significant penalties if it does not plan to meet the housing need – ultimately the government will intervene in the Local Plan. After taking into account the current permissions, 9,000 houses need to be allocated across the borough – two calls for sites have been made which resulted in 450 being put forward. All sites have been assessed in the same way taking into consideration environment, conservation, transportation, employment, etc. TWBC will not allocate sites which will not deliver the target and as a result some settlements will have more development than others. Mr Baughen explained how neighbourhood plans feed into the process and emphasised their value to TWBC in understanding local context. At this point in time Mr Baughen was unable to comment in detail or give specific information about sites but indicated there would likely be 25 dwellings across a few sites in Sandhurst. He emphasised that whilst proposals for more dwellings could be received, they will be balanced by the protection of the AONB. Mr Baughen said he was aware of the bus turning and speed limit issues because of local liaison. He emphasised that TWBC Planning Officers will be available to discuss the draft plan once it has been published and is open to consultation.</p> <p>The Chairman suspended the meeting at 19.49 hours to allow members of the public to ask Mr Baughen questions through the Chairman.</p> <p>Note : Details of the Public Forum are attached to these minutes – Appendix A.</p> <p>Following the Public Forum, the Chairman re-convened the meeting at 21.05 hours.</p>																													
03/19/06	Correspondence Received by the Clerk																													
	<p><u>The Counselling Centre, Tunbridge Wells</u></p> <ul style="list-style-type: none"> ▪ A request for funding has been received from the Counselling Centre and Cllr Hannocks suggested this should be taken to the Annual Parish Council Meeting for discussion. The meeting agreed and asked the Clerk to add the item to the forward agenda. 	CC																												
03/19/07	Overview of Finance : Responsible Finance Officer																													
	<p>Following a proposal by Cllr Oliphant-Robertson and seconded by Cllr Cope the meeting agreed unanimously and approved the following spends :</p> <table border="1" data-bbox="347 1720 1155 1980"> <thead> <tr> <th>Date Paid</th> <th>Payee Name</th> <th>Ref</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>11/02/2019</td> <td>Lloyds Bank Limited</td> <td>DD</td> <td>3.00</td> </tr> <tr> <td>19/02/2019</td> <td>Box-It</td> <td>ET610</td> <td>7.80</td> </tr> <tr> <td>19/02/2019</td> <td>Tun Wells Fire Protection Ltd</td> <td>ET613</td> <td>225.57</td> </tr> <tr> <td>19/02/2019</td> <td>The Wealden Group</td> <td>ET612</td> <td>240.00</td> </tr> <tr> <td>19/02/2019</td> <td>K P Stephenson</td> <td>ET609</td> <td>15.00</td> </tr> <tr> <td>19/02/2019</td> <td>K Jones Electrical</td> <td>ET611</td> <td>48.00</td> </tr> </tbody> </table>	Date Paid	Payee Name	Ref	Amount	11/02/2019	Lloyds Bank Limited	DD	3.00	19/02/2019	Box-It	ET610	7.80	19/02/2019	Tun Wells Fire Protection Ltd	ET613	225.57	19/02/2019	The Wealden Group	ET612	240.00	19/02/2019	K P Stephenson	ET609	15.00	19/02/2019	K Jones Electrical	ET611	48.00	
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	<p>25/02/2019 R M Poole ET618 50.00</p> <p>27/02/2019 Currys/PC World ET615 510.99</p> <p>28/02/2019 Castle Water DD 14.59</p> <p>28/02/2019 Castle Water DD 37.80</p> <p>28/02/2019 HMRC ET616 346.30</p> <p>28/02/2019 Staff Payroll [Feb19] ET614 1262.41</p> <p>28/02/2019 Staff Payroll [Feb19] ET617 200.11</p> <p>28/02/2019 Clerk Mileage [New Computer] ET617B 13.31</p> <p style="text-align: right;">2974.88</p> <p>It was noted the only emergency spend was £510.99 for a new laptop computer for the Clerk.</p> <p>The RFO provided the following summary:</p> <table border="1" data-bbox="331 748 1230 1099"> <thead> <tr> <th>Estimated Income and Expenditure</th> <th>Amount</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Balance as at 28.02.2019</td> <td>22,370.00</td> <td></td> </tr> <tr> <td>Receipts [including VAT reclaim £2,180 submitted on line]</td> <td>2,707.00</td> <td></td> </tr> <tr> <td>Anticipated expenditure [as per budget report]</td> <td>-4,872.00</td> <td></td> </tr> <tr> <td>Misc accounts already submitted for authorisation</td> <td>-1,200.00</td> <td>Pending</td> </tr> <tr> <td>Radiator bleed + Repairs to Pavilion guttering [parts]</td> <td></td> <td></td> </tr> <tr> <td>Estimated Year End Balance</td> <td>20,085</td> <td></td> </tr> </tbody> </table>	Estimated Income and Expenditure	Amount	Notes	Balance as at 28.02.2019	22,370.00		Receipts [including VAT reclaim £2,180 submitted on line]	2,707.00		Anticipated expenditure [as per budget report]	-4,872.00		Misc accounts already submitted for authorisation	-1,200.00	Pending	Radiator bleed + Repairs to Pavilion guttering [parts]			Estimated Year End Balance	20,085		
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03/19/08	<p>Update of Present Website</p> <p>The Chairman felt the current website does not work as an effective communications tool and has asked the new Clerk to carry out a general update.</p> <p>The Clerk has already identified some areas which need attention including a new supplier and has started to look at moving away from EIS as soon as possible. The updated website will include social media.</p> <p>The meeting agreed to 'suspend' the current website with a note about it being 'under construction'. Agenda and minutes will be the only items uploaded until the update is complete.</p>	CC																					
03/19/09	<p>Written Complaint regarding Buses turning at the junction of Bodiam Road and Back Road</p> <p>Cllr Cope is a member of the local Transport Committee and has been briefed on the current situation at Bodiam Road and Back Road.</p>																						

	Mr & Mrs Griggs have asked the Parish Council to help them find a solution to the ongoing problem and Cllr Cope will make sure it is raised at the next meeting of the Transport Committee in April.	MC
	There being no further business, the Chairman closed the meeting at 21.26 hours.	
	<p>Dates of Next Meetings : 9 April 2019 at 19.30 hours : Parish Council Meeting 14 May 2019 at 19.30 hours : Annual Parish Council Meeting 4 June 2019 at 19.30 hours : Annual Parish Meeting 11 June 2019 at 19.30 hours : Parish Council Meeting</p>	

Appendix A : Notes from Public Forum – Q&A Session with Mr Baughen

Mr Baughen was asked about drainage as Bodiam Road already floods he replied surface water is looked at as part of the planning process in liaison with KCC. He explained it is not the role of the planning system to sort out existing problems but to make sure the problem does not get worse.

A resident thanked the Parish Council for its service and referred to the last meeting which had been heated. He referred to 25 houses being a good number and much better than the 175 which had been rumoured. He was, however, still concerned that numbers will be discussed behind closed doors before the consultation starts. Mr Baughen responded that consultation will show specific sites and numbers and explained how the 25 dwellings had been allocated as part of TWBC's target. He said he had been as honest as he could about the numbers and asked the meeting to have confidence that this is what the Plan will show when published.

Another resident asked what would happen if a developer came along with a plan for 150 houses ? Mr Baughen explained that TWBC cannot stop land owners having agreements with developers at the edge of settlements but this would have to go through the planning process which includes the borough and parish councils and he reminded the meeting Sandhurst has strong protection from the AONB.

Another resident was relieved by the 25 dwellings but expressed concern around the formula which spits out these numbers. Using Right Move he had looked at the number of properties for sale in a 3 and 5 mile radius which showed up to 150 houses for sale at the current time. The 25 dwellings would be in addition and he was concerned there were not jobs for these people in the local area. He also mentioned the impact on special flora and fauna and asked what scrutiny is TWBC putting in ? Mr Baughen explained how the housing need was established and that prior to NPPF councils had to determine their own housing needs which is what TWBC did in 2015. The new NPPF has introduced a standard methodology which applies across the country and when TWBC checked their numbers they were virtually identical. He was aware that there were houses on the market which were not selling but this was the case across the borough and SE and could be as a result of Brexit and other factors.

A resident asked about introducing a better plan to enforce speeding limits and Mr Baughen said this was being addressed with Kent Police and KCC and there would be wording in the Plan about 'traffic calming areas'.

A resident thanked Mr Baughen for his honesty about 25 dwellings and said a lot of angst could have been avoided. He asked if the 25 houses included existing planning applications. Mr Baughen explained how TWBC had been engaging much more with parishes than before and had seen the benefits of this process but in doing so they had had to ask parish councils to keep the discussions confidential so that developers would not know which sites were involved and could not submit planning applications to get ahead of the Plan. He also has been frustrated by the need for confidentiality but if details had been leaked there would have been a detrimental impact.

Another resident questioned the SHELAA analysis and asked if TWBC could be confident on its suitability. Mr Baughen replied the views had been made by professional people and TWBC will stand by them. He reminded people the Plan will be published on the website for consultation and that TWBC had rigorously looked at all proposed sites.

Another resident was concerned about the angst which had been felt about housing numbers and proposed sites and asked for more openness. Mr Baughen reiterated what had happened saying a number of parish councils had provided presentations which formed part of their neighbourhood plans. He understood people's concerns but this is the way Local Plans have to work with elected bodies (parish councils) and there would be an opportunity for formal consultation. He promised officers from TWBC would be available for afternoon and evening sessions to answer questions as part of the consultation process.

A local resident expressed grave concern about the building of extra houses in Bodiam Road as she has been experiencing real problems with drains because Rydon Homes did not adhere to original plans and she wants this problem dealt with first. Mr Baughen could only answer in general terms and explained the enforcement process TWBC would follow if a build was not in accordance with approved plans but as a housing association he explained it was likely Rydon Homes had used a private inspector and therefore the complaint would have to be taken up with them.

A resident asked when the new houses would be built and Mr Baughen explained the Plan runs to the mid 2030's and it will depend on when the plans are submitted and approved. Lead-in times depend on the size of development and as Sandhurst will be small it is possible that new builds could take place within a year but he stressed it could be longer. He reminded the meeting there will be a 5-year review of the Local Plan.

Another resident was concerned about how much control there would be over additional houses being built. Mr Baughen explained the Government would take robust action if TWBC did not meet their target for new builds but at the moment this was not likely and means TWBC are in a good position to stop speculative attempts. He repeated the 5-year review could mean a similar conversation taking place in the future.

A resident asked about affordable housing and Mr Baughen explained experts have looked at the number needed across the borough which is currently 35% but they are also looking at alternatives, such as sociable rent.

Another resident expressed continuing concern about the process and using parish councils where people could have vested interests. He asked for confirmation about a transparent process and for a borough-wide plan to be presented. Mr Baughen said any remaining concerns could be raised during the consultation period.

The question about managing drainage for surface water and sewage was raised by more than one person and Mr Baughen explained Southern Water are the sewage providers and have to provide connections to foul drainage systems for which they make a charge per house to the developer. He stressed that local issues should be flagged during the consultation period so they can be fed back to Southern Water.

Residents flagged the issues with buses turning in Bodiam Road and asked if there was potential for a different turning facility. Mr Baughen said this had been highlighted and TWBC will look for a solution but it could depend on someone coming forward with appropriate land. He said this is something that should be part of a neighbourhood plan and will carry extra weight during the process. He suggested talking to Benenden, Cranbrook, and Horsmonden which are engaged in the neighbourhood plan process which means

people feel involved and have raised real issues – there is a time cost for people to be involved.

A final question was asked about the vulnerability of the village until the Local Plan is ratified – one application has been rejected but what weight will the process have if this goes to appeal. Mr Baughen replied honestly that now is the most vulnerable time for speculative plans but repeated the importance of the AONB protection.

Some Hawkhurst residents attended the meeting and asked Mr Baughen the following questions:

There has been a lot of development in neighbouring villages and what proportion is occupied or sold and how is this assessed? Mr Baughen explained TWBC looks at supply and demand and feels currently some developers are asking too much for their new builds. Developers should not flood the market and sometimes there is a need to recalibrate supply and demand depending on the economic situation.

Another Hawkhurst resident asked Mr Baughen to urge TWBC to push for a new doctor's surgery, especially as one does not exist in Sandhurst and people go to the one in Hawkhurst. Mr Baughen confirmed this issue was being looked at.

It was pointed out there has been fear and frustration in regard to developments in general because there is no joined-up thinking; for example the traffic issues in Hawkhurst. Mr Baughen understood where the comment was coming from and hoped people would take the opportunity to criticise the Local Plan and encourage more joined-up thinking. Some infrastructure issues have already been taken on board and people will see how important this is throughout the Plan – it is not just housing that is being looked at but the supporting infrastructure as well.

There being no further questions, Cllr Hannocks closed the public session and thanked Mr Baughen for his presentation