



# PARISH COUNCIL OF SANDHURST, KENT

Please reply to Catherine Catt, Parish Clerk, Old School, Back Road, Sandhurst, Kent TN18 5JS 01580-850295

## Approved Minutes Parish Council Meeting Tuesday, 10 March 2020

### In Attendance:

Cllr D Leggett : Chairman	Mrs C Catt : Clerk & Proper Officer
Cllr C Robinson : Vice-Chairman	Mr A Crocker : Responsible Finance Officer
Cllr M Griggs	
Cllr M Hiscock	
Cllr A Kerry	TWBC Councillor G Bland
Cllr K O'Brien	1 Member of Public

Item No	
03/20/01	<b>Apologies for Absence</b>
	Apologies were received from Cllr Oliphant-Robertson and PCSO Humphries.
03/20/02	<b>Declarations of Interest</b>
	Cllr Kerry declared an interest in Planning Application 20/00545/Full which is close to his property.
03/20/03	<b>Resignation : Cllr Elizabeth Merritt</b>
	Cllr Merritt gave her letter of resignation to the RFO, Alan Crocker, at the end of the last Parish Council meeting on 11.2.2020.
	Councillors were asked to agree to co-opt a new councillor ahead of the parish council elections on 8 May 2020. Cllr Robinson proposed; Cllr Griggs seconded and those present agreed unanimously to co-opt a new councillor according to the Parish Council's Co-Option policy.
	The Clerk was asked to advertise the vacancy and ensure the Parish Council's Co-Option policies are on the website.
03/20/04	<b>Approval of Minutes</b>
	To resolve that the following minutes of meetings of the Council are a true record of the meetings : <ul style="list-style-type: none"> <li>▪ Planning Committee 22 October 2019</li> <li>▪ Council Meeting 10 December 2019</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Council Meeting 14 January 2020</li> <li>▪ Council Meeting 11 February 2020</li> </ul> <p>Members were reminded only issues relating to the accuracy of the minutes that can be amended.</p> <p>Cllr Robinson proposed; Cllr Griggs seconded and those present agreed unanimously to sign off the minutes of the above meetings as true records of the meetings.</p>
03/20/04	<b>Accounts and Finance &amp; Risk Management</b>
	<p><u>Approval of Accounts</u></p> <ul style="list-style-type: none"> <li>▪ It was agreed unanimously to approve the list of payments for February 2020 totalling £2623.62.</li> <li>▪ It was agreed unanimously to approve details of receipts in February 2020 totalling £750.</li> <li>▪ The RFO reported Cllr Robinson had signed the bank reconciliation for the end of February 2020 having made an independent check of the balance online.</li> <li>▪ Councillors were asked to approve an emergency spend of £576 for 3 loads of planings for the Sports Field Carpark (3 x £160 = £480 + Vat). Cllr Leggett explained the planings had been purchased during recent roadworks and a favourable price had been negotiated because contractors were using the Sports Field Carpark for machinery. Cllr Griggs proposed; Cllr Robinson seconded and those present agreed unanimously to approve this spend.</li> <li>▪ Cllr Leggett thanked Cllr Kerry for making this happen.</li> <li>▪ It was noted the planings had not yet been laid due to bad weather. 1 quote had been received and the Clerk was asked to obtain a second one for this work.</li> </ul> <p>The Councillors discussed the forecast to the end of the financial year :</p> <p>Cllr Leggett is concerned the rubbish lorries are turning in the Sports Field Carpark which is contributing to the very poor condition of the surface. He suggested the only way to stop lorries entering is to erect a barrier similar to the one at Northiam Surgery. He proposed getting a quote for the barrier and to replace it at the same time as the planings are laid. Cllr Leggett will report back at the next meeting.</p> <ul style="list-style-type: none"> <li>▪ Other discussions included expenditure on CCTV; Old School Hall; Children’s Play Equipment and the possibility of hiring a part-time Handiman/Caretaker. No decisions were made at this time.</li> <li>▪ <u>Approval of new signatories for bank accounts</u> In the light of Cllr Merritt’s resignation it was agreed 2 more bank signatories were necessary. Cllrs Griggs and Hiscock agreed they would act as signatories and as the rest of the Meeting was in agreement, the RFO was asked to prepare the necessary paper work as soon as possible.</li> </ul>

03/20/05	<p><b>Confirmation of the Amenities Committee and its associated working parties</b></p>
	<p>Following agreement to create an Amenities Committee, the Council was asked to confirm the following working groups, the names of the lead Councillor and deputy Councillor for each group as follows :</p> <ul style="list-style-type: none"> <li>▪ Sports &amp; Playgrounds – Cllr Robinson; Cllr Kerry</li> <li>▪ Old School Hall &amp; Carpark – Cllr Oliphant-Robertson; Deputy to be agreed</li> <li>▪ Village Greens, Clock Tower &amp; War Memorial – Lead to be agreed; Terry Hannocks</li> <li>▪ Allotments, Defibrillators &amp; Street Lighting – Cllr Hiscock; Cllr Cope</li> <li>▪ Planning Issues &amp; Applications – Cllr Griggs; Cllr O’Brien still has concerns this work does not fit in with the role of a councillor and asked for time to consider.</li> </ul> <p>Cllrs Griggs and Hiscock recently attended Kalc’s Dynamic Councillor training and said the majority of parish councils had a similar arrangement to the one which had been agreed and felt it was important for Sandhurst Parish Council to follow this through.</p> <p>Cllr Leggett stressed it was not compulsory and if any councillor felt they could not commit their time they were free to make this decision. Cllr O’Brien said currently she cannot increase her time commitment.</p> <p>The Clerk reminded Councillors it is the Council’s responsibility to look after and maintain community assets.</p> <p>Cllr Kerry proposed; Cllr Griggs seconded and those present, with the exception off Cllr O’Brien who abstained, agreed to create the working groups named above.</p>
03/20/06	<p><b>Planning Applications</b></p>
	<p>To comment on the following application received from TWBC:</p> <ul style="list-style-type: none"> <li>▪ 20/00545/FULL Change of use of part of Exempted Caravan Site to allow for stationing of 3 static caravans for holiday lets, together with associated works including formation of caravan bases and extension to existing access track. Oaklands Farm, Bodiam Road, Sandhurst, Kent, TN18 5LE</li> </ul> <p>Cllr Griggs had attempted to contact the Planning Officer for clarification but had not heard back. The Meeting agreed more information was needed and Cllr Griggs agreed to do this and to circulate a paper/statement for comment before the deadline 25.3.20.</p> <p>Please note Cllr Griggs circulated the following for approval after the meeting and the comments were sent to the Planning Officer on 17.3.20:</p> <p><i>Sandhurst Parish Council OBJECTS to the planning application on the following grounds:</i></p>

	<ul style="list-style-type: none"> <li>• <i>The site is located outside of the LBD and it is within the High Weald AONB.</i></li> <li>• <i>Visual impact - the site is located in an elevated position and the three proposed static caravans would be clearly visible from both footpaths which run adjacent to the site. The current arrangement with the land being a certified caravan site means that touring caravans come and go, so not there all of the time and they are smaller than statics.</i></li> <li>• <i>Environmental issues - the site is a certified site with the Caravan and Motorhome Club. It is generally accepted that certified sites are just a field with limited or no additional facilities and that they may well be on a farm. The proposed change of use to allow for 3 holiday homes would site them just metres from the adjacent chicken farm housing 10,000 birds.</i></li> <li>• <i>Caravan and Motorhome Club certified site rules - there should be no permanently sited vans. If this application was to be successful then there would be 3 static vans just meters from the certified site.</i></li> <li>• <i>Locational sustainability - the site is located approximately 500m from the centre of the village of Sandhurst and it is served by a narrow pavement on an unlit lane. The likelihood is that any persons staying at Oaklands Farm would use their vehicles to reach the facilities in the village.</i></li> </ul>
02320/07	<b>Correspondence to the Clerk &amp; Points of Information</b>
	<ul style="list-style-type: none"> <li>▪ <u>£1k Donation from Cllr Holden to purchase trees</u> The Councillors agreed the governance and management of KCC Cllr Holden's £1,000 donation to be spent on trees should be the responsibility of the Parish Council. The Clerk will send a response to Cllr Holden accepting the donation and then a plan will be agreed on how the donation will be spent. This will involve the Horticultural Society, Sandhurst Primary School and any other interested parties – to be identified.</li> </ul> <p>As a point of information the Clerk circulated details about the Tree Charter and highlighted other organisations which are also donating trees and suggested this should be part of the discussions.</p> <ul style="list-style-type: none"> <li>▪ <u>Elections : 7 May 2020</u> To draw Councillors attention to the timetable, requirements and documents needed for the elections – the elections have been postponed until May 2021 due to the Coronavirus Pandemic.</li> <li>▪ <u>Letter from Sandhurst Mental Wellbeing Group</u> Carried forward from 10.12.2019 and following discussions between Margaret Sargaent and the Clerk and Coronavirus Pandemic this item is on hold.</li> </ul> <p><u>Diary Dates &amp; Actions to be Taken</u></p> <ul style="list-style-type: none"> <li>▪ 21 March : Spring Clean – cancelled due to Coronavirus Pandemic</li> <li>▪ 7 May : Elections – cancelled due to Coronavirus Pandemic</li> </ul>

	<ul style="list-style-type: none"> <li>▪ 8 May : VE Day – a special wreath will be purchased from the British Legion to be laid alongside the Remembrance Day wreath</li> <li>▪ 19 May : Annual Parish Council Meeting – cancelled due to Coronavirus Pandemic</li> <li>▪ 23 June : Annual Parish Meeting – pending due to Coronavirus Pandemic</li> </ul>
	<p><b>Public Forum</b> The Clerk was asked to find out what is the state of play for the Sharps Hill planning application.</p>
	<p><b>Date of Next Meeting</b></p>
	Meetings have been postponed due to the Coronavirus Pandemic until further notice.

**CATHERINE CATT**  
Clerk to Sandhurst Parish Council

**CC: For Information**  
County Cllr Seán Holden  
Borough Cllr Godfrey Bland