



# PARISH COUNCIL OF SANDHURST, KENT

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

## Draft Minutes Parish Council Meeting Tuesday, 13 October 2020

### In Attendance:

CLlr C Robinson : Chairman	Mr A Crocker : Responsible Finance Officer
CLlr M Griggs : Vice-Chairman	
CLlr M Hiscock	KCC CLlr Sean Holden
CLlr A Kerry	
CLlr K O'Brien	
CLlr J Oliphant Robertson	
CLlr D Rogers	

Item No	
1.	<b>Apologies for Absence</b>
	An apology was received from the Clerk who was away on holiday. An apology was subsequently received from CLlr Leggett who was unable to attend due to ill health.
2.	<b>Declarations of Interest</b>
	CLlrs Hiscock and Rogers declared an interest as allotment holders and CLlr Kerry due to his association with Sandhurst Football Club. Councillors were reminded that they must inform the Monitoring Officer of any changes to their Notification of Disclosable Pecuniary Interests.
3.	<b>Approval of Minutes : 8 September 2020</b>
	To resolve that the Minutes of the meeting of the Council held on 8 September 2020 are a true record of the meeting. Members were reminded the only issue relating to the minutes that can be discussed is their accuracy  CLlr Rogers proposed; CLlr Griggs seconded and those present agreed the minutes were a true record of the Parish Council meeting held on 8 September 2020.

4.	<p><b>Finance &amp; Accounts</b></p>
	<p><u>Accounts</u></p> <ul style="list-style-type: none"> <li>▪ Cllr Rogers proposed; Cllr Griggs seconded and those present agreed to approve retrospectively the accounts for payment from 1 September to 30 September 2020.</li> <li>▪ Details of receipts for September 2020 were noted by members present and approved.</li> </ul> <p><u>Budget &amp; Forecast</u></p> <ul style="list-style-type: none"> <li>▪ During a telephone meeting Cllr Robinson and the RFO had made some changes to the forecast figures and these were accepted by the members attending the meeting.</li> <li>▪ The RFO was asked to consult Ken Slater to establish his football schedule for use of the recreation field for the coming season.</li> <li>▪ Cllr Robinson discussed the matter of the forthcoming budget/precept meetings and asked members to think about budgets for the new financial year. Cllr O'Brien requested clarity on the format of some of the budget figures. Cllr Robinson agreed to spend time after the meeting to ensure she fully understood the budget process and procedure.</li> <li>▪ A draft budget will be prepared for discussion at the next meeting on 10.11.20 in advance of the precept meeting on 1.12.20. Cllr Robinson asked members to advise the Clerk of any ideas they have for budget spends for discussion at the next meeting.</li> </ul> <p><b><u>Please Note</u> : The parish council meeting on 10.11.20 and precept meeting on 1.12.20 have been cancelled. The draft budget will be discussed at the parish council meeting on 8.12.20.</b></p> <p><u>Trees for the Community</u></p> <ul style="list-style-type: none"> <li>▪ The Clerk met with a representative from the Horticultural Society and it was agreed to arrange a meeting with people from the AONB and Forestry Commission to discuss the best types of trees to be planted in the village. A meeting has been arranged for 12.11.20 at 10.00 hrs.</li> <li>▪ <b><u>Please Note</u> : this meeting has been postponed.</b></li> </ul> <p><u>Review of Quotations</u></p> <ul style="list-style-type: none"> <li>▪ Cllr Rogers reported contact had been made with the successful contractor who had suggested delaying the work until early 2021. Following discussion, Cllr Rogers will ask the contractor to complete the more urgent elements before Christmas, especially spreading the road planings.</li> <li>▪ Cllr Rogers reported Lambert &amp; Foster have booked in the condition surveys.</li> <li>▪ Cllr Rogers will arrange for plumbers to move the mixer valves nearer the shower heads to minimise the possibility of contamination of standing water in the pipes.</li> <li>▪ Cllr Rogers reminded the meeting of the necessity to record the water maintenance programme which had been suggested by the inspector and it was agreed the cleaning contractor would be asked to complete a log on behalf of the Parish Council.</li> </ul>

	<p><u>Section 106 Funding</u>  Cllr Rogers has spoken to TWBC Planning Department and received confirmation the 106 monies from the Burnt House Close development had been fully spent. He has reminded the Planning Department that if there is any further 106 funding the Parish Council has a project ready to go.</p> <p>Cllr Robinson asked members to think about projects suitable for 106 funding and listed those to date:</p> <ul style="list-style-type: none"> <li>▪ Full resurfacing of carparks</li> <li>▪ Play equipment for Old Orchard playground</li> <li>▪ Speed limits</li> <li>▪ Roof of Old School Hall</li> <li>▪ Toilet Refurbishment</li> </ul> <p><u>Christmas Tree</u>  It was agreed to buy a Christmas Tree which will be put up on the Upper Green and Cllr Kerry agreed to organise this.</p>
5.	<b>Allotment Tenancy Agreement</b>
	<p>Cllr Hiscock confirmed a meeting has been arranged for 29.10.20 and circulated an amended 'lettings' document to members.</p> <p>Following discussion it was noted the document should be 'user friendly' and needs to make it clear maintenance is a shared issue.</p> <p>Cllr Hiscock &amp; Cllr Rogers shared similar documents from other parishes which show a variation in length and detail and it was agreed the following should be considered for our document :</p> <ul style="list-style-type: none"> <li>▪ Prepare a 'welcome pack'</li> <li>▪ Handbook should be 'easy to read' and is an opportunity to give guidance similar to a code of conduct</li> <li>▪ Make sure the Parish Council does not have to pick up the cost of unkempt plots</li> </ul> <p>It was agreed Cllr Hiscock, Cllr Rogers and Cllr O'Brien will take the above into consideration and bring draft documents to the Parish Council for discussion in the New Year:</p> <ul style="list-style-type: none"> <li>▪ Letting document</li> <li>▪ Letting agreement</li> <li>▪ Handbook</li> <li>▪ New contract for 2021/22</li> </ul> <p>It was noted the Clerk has purchased padlocks and keys for the allotments.</p>
6.	<b>Committees</b>
	<p><u>Old School Hall</u></p> <ul style="list-style-type: none"> <li>▪ Cllr Griggs agreed to bring together people interested in the OSH as soon as possible. Cllr Griggs will meet with Cllr Oliphant-Robertson ahead of this meeting to find out about past issues. Cllr Griggs sees his role as a parish council representative and the meeting should</li> </ul>

	<p>not be a point scoring exercise – working together is the main objective. A meeting has been arranged for 10.11.20 at 18.00 hrs.</p> <p><u>Sports Pavilion &amp; Recreation Field</u></p> <ul style="list-style-type: none"> <li>▪ Cllr Kerry and Cllr Robinson will meet pavilion users at 09.00 hrs on 20.10.20 when they will discuss a strategy for re-opening the Pavilion.</li> <li>▪ Cllr Kerry will obtain a fixture list from the Football Club.</li> <li>▪ Cllr Rogers agreed to prepare a risk assessment for the pavilion.</li> </ul> <p><u>Marsh Quarter Playground</u></p> <p>The meeting discussed the damage being caused by vandalism and looked at longer-term solutions which include replacing the bark with a safety 'wet pour' surface; a new gate and fencing. Cllr Rogers asked the meeting to consider the installation of swing guards which is a recently introduced requirement.</p> <p><u>Staffing Committee</u></p> <p>It was agreed to establish a Staffing Committee with the following members:</p> <ul style="list-style-type: none"> <li>▪ Cllr Griggs</li> <li>▪ Cllr Leggett</li> <li>▪ Cllr Oliphant-Robertson</li> </ul>
<b>7.</b>	<b>Re-Opening Old School Hall</b>
	<p>The OSH was re-opened on 21 September 2020 and the meeting was given details of current lettings as follows :</p> <ul style="list-style-type: none"> <li>▪ Mondays mornings : Yoga &amp; Pilates</li> <li>▪ Tuesday mornings : Keep Fit Exercise</li> <li>▪ Wednesday mornings : Tai Chi</li> <li>▪ Thursday afternoons &amp; evenings : Jane Coleman School of Dancing</li> <li>▪ Friday mornings : Adult Ballet</li> </ul> <p>There has also been an enquiry from a local art club to use the OSH on Tuesday afternoons.</p> <p>A retrospective decision was made regarding a key being given to Mrs Gillian Davis (Adult Ballet) who is a regular and long-time hirer of the OSH and who has difficulty in opening the key safe because of arthritis. Cllr Rogers proposed; Cllr Griggs seconded and the members present agreed with the decision.</p>
<b>8.</b>	<b>Correspondence to and from the Clerk</b>
	<p><u>Lower Green</u></p> <ul style="list-style-type: none"> <li>▪ Cllr Kerry was asked to speak to the landlord in a further attempt to resolve the various problems with his tenants.</li> </ul> <p><u>Speedwatch</u></p> <p>Cllr Robinson had little to report owing to the current CoVid 19 age restrictions. An advert will be placed in the next edition of the village magazine asking for volunteers.</p>

	<p><u>Village Magazine</u> It was agreed to provide an article for the next edition of the magazine written by the new Chairman which would include details about:</p> <ul style="list-style-type: none"> <li>▪ Helping Hands</li> <li>▪ Speedwatch</li> <li>▪ Community Tree Project</li> <li>▪ Old School Hall</li> <li>▪ Sports Pavilion</li> </ul> <p><u>Remembrance Sunday</u> Cllr Robinson will lay a wreath on behalf of the Parish Council.</p> <p><u>Defibrillators</u></p> <ul style="list-style-type: none"> <li>▪ Cllr Robinson reported Town &amp; Country Housing Association has given permission for us to resite the defibrillator onto their land.</li> <li>▪ The defibrillator in Bodiam Road has been damaged by vehicle impact and a new case and mounting post will be needed.</li> </ul>
9.	<b>Public Intervention</b>
	There was no public intervention.
10.	<b>Councillor Intervention</b>
	<p><u>KCC Councillor Holden</u></p> <ul style="list-style-type: none"> <li>▪ Loss of revenue due to CoVid 19 means there will be an even bigger gap in KCC's budget. Money received from the Government Revenue Support Grant will ease the shortfall but it is inevitable there will be cuts to some services.</li> <li>▪ The potential impact of Brexit on Kent ports and motorways is recognised and systems are being put in place to reduce Operation Stack and facilitate movement through the ports and across Kent.</li> <li>▪ 74 MPs including 10 from Kent, have written to the Government in response to consultation on the new Planning process. The South East will see a potential increase of 32% in the number of new houses to be built.</li> <li>▪ Fusion Leisure Centre in Cranbrook is due to re-open soon under new management following a grant from KCC. People will be able to make bookings on line and by telephone.</li> </ul>
	<b>Dates of Next Meetings</b>
	<p>10 November 2020 : Parish Council Meeting - Cancelled 1 December 2020 : Precept Meeting - Cancelled 8 December 2020 : Parish Council Meeting</p>

**Alan Crocker**  
Responsible Finance Officer  
Sandhurst Parish Council

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