

WEST KINGSDOWN PARISH COUNCIL

The Pavilion
London Road
West Kingsdown
TN15 6BZ
15th September 2021

I hereby summon you to attend the Annual Parish Council Meeting of West Kingsdown Parish Council to be held in the Old School Hall School Lane, West Kingsdown commencing at 7.30pm on **Wednesday 22nd September 2021** to transact the following business.

Clerk to the Council.

Planning Agenda

Members of the Parish Council: Cllr J Watchorn (Chairman), Cllr I Bosley (Vice-chairman), Cllr Mrs P Bosley, Cllr Gray, Cllr G Christie, Cllr Miss J Holdstock, Cllr King, Cllr D Land, Cllr Mrs M Richards, Cllr Spiller & Cllr L Spencer.

Members of the Public and Councillors who wish to raise matters.

Planning agenda

1. Apologies for Absence:

2. Declarations of Interest:

3. Plans:

SE/21/02832/FUL Syam Nevah & Lombard:

Demolish existing two bungalows and outbuilding. Erection of five dwellings with parking spaces, access road and gates

SE/21/02837/HOUSE:3 Poundbank close:

Ground floor and first floor rear extension

SE/21/02826: Orchard View Fawkham Road :

Removal of the existing outbuilding and the construction of a new single storey detached ancillary summer house and home office building

SE/21/02753/HOUSE: Tyro St Clere Road

Erection of a triple garage and detached car port

SE/21/02815/HOUSE 5 Hailwood Place School Lane

Erection of a replacement garage and porch

SE/21/02777/LDCPR: 45 Hever Wood Road

Conversion of garage into habitable room

SE/21/02122/FUL Units 9 To 10 West Kingsdown Industrial Estate London Road:

Placement of additional storage shipping container.

TPO

Following the loss of an oak tree by 136 Hever Avenue the tree officer has visited the site and placed a TPO on the large oak tree outside 138 Hever Avenue for its future protection

Parish Council Agenda

Members of the Parish Council:

Cllr Mrs P Bosley (Chairman), Cllr G Christie (Vice Chair) Cllr I Bosley Cllr Miss Holdstock, Cllr Gray, Cllr D King, Cllr Mrs M Richards, Cllr R Spiller, Cllr Mrs J Watchorn, Cllr D Land, and Cllr L Spencer.

1. Apologies for absence:

2 Declaration of Interests relating to items on the Agenda

3. Minutes of Previous Meetings

To approve as a correct record the MINUTES of the Planning Committee held on 28th July 2021, as attached.

To approve as a correct record the MINUTES of the Parish Council Meeting held on 28th July 2021, as attached.

To approve as a correct record the MINUTES of the Planning Committee held on 16th August 2021, as attached.

To approve as a correct record the MINUTES of the General Purpose Committee Meeting held on 16th August 2021, as attached.

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, in order to avoid any undue delay and have up to date information.

5. Diary Items.

There are no diary items

6. Footpaths

BR292

To confirm that following the closure this bridleway has now re opened

7. Correspondence

09/21 KCC waste consultation:

Kent County Council has launched a consultation 'Booking to visit a Household Waste Recycling Centre (HWRC)'.

The consultation seeks views on the continuation of a booking system to visit KCC Household Waste Recycling Centres. The 6 week consultation is available until Thursday 30 September 2021 and we would like to invite you to comment.

The consultation questionnaire and supporting documents can be found at www.kent.gov.uk/wasteconsultation

10/21 The Queens Green Canopy to mark her Jubilee

A note has been attached for Members to discuss how they wish to celebrate the Queens Jubilee in 2022

b) Correspondence received since the publication of the Agenda.

8. Finance

Details of income and expenditure to be tabled. To approve online payments for authorised payment

9. Tree works

58, Millfield Road, Field Maple and Ash

TPO Trees

Ash and Field Maple alongside the property: Reduce back from the building by approx 2.5m to the boundary. Strim / Brush cut the Brambles from the area

£450.00

TPO / Conservation Area

TPO / Conservation Area Permission.

Sevenoaks TPO Mapping is ambiguous regarding the status of the Ash and Maple. It would be prudent to check with Sevenoaks Planning before assuming the trees are protected or not.

To carry out works that require permission or notify works that are exempt please apply to the Council (for free) or SL TreeCare Ltd can apply on your behalf for a fee of £50+Vat to be payable in advance. Please contact the office for further information

£50.00

Total Value: £500.00

Vat(20%): £100.00

Total Inc Vat: £600.00

99 - 95 , Millfield Road,

Black Poplar and
Lombardy

TPO Trees

Three Black Poplar trees, Previously reduced,
Reduce to the previous reduction (ie by approx 4m), Remove epicormic (trunk) growth.
Lombardy, Reduce the height by approx 10m to bring it in line approx with the Black Poplars

£2,250.00

TPO /
Conservation Area

TPO / Conservation Area Permission. To carry out works that require permission or notify works that are exempt please apply to the Council (for free) or SL TreeCare Ltd can apply on your behalf for a fee of £50+Vat to be payable in advance. Please contact the office for further information

£50.00

Total Value: £2,300.00

Vat(20%): £460.00

Total Inc Vat: £2,760.00

Side of 24 - 26 , Millfield Road,

Ash

TPO trees Three Ash trees .

Reduce back towards boundary by approx 2m. Remove significant deadwood and ivy to allow more light into the adjacent property

£600.00

TPO / Conservation Area Permission. To carry out works that require permission or notify works that are exempt please apply to the Council (for free) or SL TreeCare Ltd can apply on your behalf for a fee of £50+Vat to be payable in advance. Please contact the office for further information

£50.00

Total Value: £650.00

Vat(20%): £130.00

Total Inc Vat: £780.00

Hever Road Shops, Hever Road, West Kingsdown

Hornbeam

Eight trees by Hever Road shops The trees are now a substantial size, growing reasonably well and up through the wires. A substantial reduction is called for: Reduce the height by approx 3m and reshape the trees to keep them in proportion and tidy

£1,200.00

Total Value: £1,200.00

Vat(20%): £240.00

Total Inc Vat: £1,440.00

Quotes are still awaited for

Thornbank

A quote has been requested to reduce the height of oak trees and hanging large branches on Parish Land which are causing a problem for a neighbor in Poundbank.

Meadowbank

A quote has been requested following the braking off of a branch across a drive in Meadow bank, this has been removed by the tree surgeon has been asked to look at the remaining part of the tree/branch

Recreation Ground

To reduce the height of the trees along the boundary of the allotment area / Rec ground

10. Burial Ground update

11. Recreation Ground update:

12. Office computer

Following a recent problem with the computer on return back to the office Mr M Stoeneham was called out to look at the system. Members please not his report below

Replacement of computer and related matters. Computer system. The present Dell computer system was installed by me in June 2011.

Its operating system is Microsoft Windows 7 Pro and support for this ended in January 2020.

Many Windows 7 systems have automatically updated to the current version which is Windows 10.

This system has failed to do so possibly because some component is not compatible with the newer version. It should also be noted that Windows 11 is currently undergoing testing prior to release.

Given the age of the system and its failure to update to Windows 10 it is recommended that it be replaced with a new system as soon as possible. Any new system should be compatible with

Windows 11.

A suitable desktop system has been identified on the Dell web site [details attached]. The standard price for the system is £706. The existing 24" screen can be used with this computer. A budget of £800 for the replacement of the desktop system is recommended. Office software. The council is using Microsoft Office 2010.

Support for this version ended in October 2020 so that should also be replaced by the current version – Office 2019.

The council's Office package cannot be upgraded so a new version will have to be purchased. It would be logical to install the latest version on the new computer.

There are two options for the purchase of Microsoft Office 2019 [full details attached]. Both options provide Word, Excel & PowerPoint and, additionally, Outlook.

1. Outright purchase of the Home & Business version of the software at a cost of £208.33 per computer. This version will not be upgradeable. Cost for two computers £416.66 directly from Microsoft.
2. Subscription to Microsoft Office Apps at a monthly cost of £7.90 from Microsoft which can only be done using a credit card. The subscription can be used on up to 5 computers and other devices as well. Use of Clerk's personal laptop.

Members will be aware that as a consequence of having to work at home the Clerk has been using her personal laptop for the Council's work. Whilst she has now returned to the office there remains a risk that working at home may be necessary from time to time. The purchase of a laptop computer is, therefore, recommended [details attached]. This will also be an essential item when the Council decides to project plans etc at its meetings. A budget of £500 is suggested for a laptop with a 15.6" screen. Setting up new system. Each system will have to be setup and attached to the printer and printer/copier. Other elements of the setup are:

1. Dropbox: The bulk of the files are stored using Dropbox and once this is installed onto new system it will synchronise with the online Dropbox file store.

2. Email: The Council uses Gmail; this is stored online so any new computer connecting to the email account will see incoming and stored email.

3. Identify and transfer files not stored on Dropbox.

4. Various software installed on the computer and/or used online.

If the council buys in new computers from Dell a suitably experienced computer technician will be needed to carry out the installation. The alternative option is for the Council to purchase similarly specified systems from a local supplier who can then also carry out the installation work and arrange for the secure disposal of the old computer. This supplier would also be available to carry out ongoing support which I am no longer available to do.

M W Stoneham 25 Aug. 21

Quote 1

Desktop system to be used with existing 24" Dell screen with DVI input.

Dell Vostro Desktop 3681

£413.10 Original Price ~~£706.15~~. Ex. VAT @20%, free Delivery

- 10th Gen Intel® Core™ i5-10400 processor
- Windows 10 Pro 64bit
- Intel® UHD Graphics 630 with HDMI graphics port.
- 8GB, 1x8GB, DDR4, 2666MHz
- 512GB Solid State Drive
- CD/DVD drive
- Includes wired keyboard and mouse

[Dell Vostro 3681 Small Desktop Computer for Business | Dell UK](https://www.dell.com/uk/shop/dell-vostro-3681-small-desktop-computer-for-business/pd/3681)

If the graphics card output is an HDMI socket, then a HDMI to DVI adaptor cable will be required.

Laptop

Dell Inspiron 15 3000 Laptop 15.6” screen.

- Processor: 11th Generation Intel® Core™ i3-1115G4 Processor
- Operating System: Windows 10 Pro 64bit
- Graphics Card Intel® UHD Graphics with shared graphics memory
- Display 15.6-inch FHD (1920 x 1080) Anti-glare LED Backlight
- Memory* 8GB, 8GBx1, DDR4, 2666MHz
- 256GB Solid State Drive
- HDMI graphics port.

£440.10 excl. VAT. Free delivery [price on 24 Aug 2021]

[Dell Inspiron 15 3000 Laptop | Dell UK](#)

Microsoft Office Home & Business 2019 one-time purchase for one computer.

Desktop version of Word, Excel, PowerPoint and Outlook.

£249.99 incl. VAT directly from Microsoft. A copy will be required for each computer. No upgrades.

£208.33 excl. VAT x two = £416.66. A local supplier might offer a more competitive price.

Microsoft 365 Apps for business subscription.

- Get desktop versions of Office apps: Outlook, Word, Excel, PowerPoint, OneNote (plus Access and Publisher for PC only – see note below).
- Store and share files with 1 TB of OneDrive cloud storage per user.
- Use one license to cover fully installed Office apps on five mobile devices, five tablets, and five PCs or Macs per user.
- Automatically update your apps with new features and capabilities every month.

£7.90 per month excl. VAT. **Credit card required.**

Monthly commitment payment: You pay month to month, and you can cancel at any time.

Annual commitment payment: You sign up for a one-year subscription and choose to pay month to month or pay for the entire year in a single payment at the time you sign up. There is a discount for using this payment option.

[Microsoft 365 Apps for business](#)

Note:

Microsoft Publisher is a desktop publishing application which the council might wish to use although for basic publishing Microsoft Word is more than adequate. SEKAM is prepared using Publisher.

Microsoft Access is a database which it is most improbable that the council would wish to use.

Microsoft Excel is more than adequate for simple databases.

13. Local Needs survey

All 31 parishes in the District are due to be surveyed under SDC's 5 year programme of local needs surveys. West Kingsdown Parish is due to be surveyed 9/2022.

This only asks those in housing need to respond, but is fully robust to be used as evidence under local plan policy (SP4). As you have already carried out a comprehensive local call for sites/sites search and have identified your preferred sites for rural exceptions housing, this mitigates the need to ask local residents these questions again (which is the main purpose of Section 1 of a full 1st stage survey).

14. Allotments – Vernon Close

Members will recall that the allotment holder for plot one had asked if the waste land behind their plot and adjacent to their property could be used for a poly tunnel. Access had been asked through the resident's fence direct to the polytunnel. Members would need to have a legal agreement to prevent no rights to land should the property be sold the estimated cost for this agreement was expected at £850 + VAT. The allotment holder has since looked at his allotment plot and agreed that no access would be required through the fence as entrance would be gained from the side shed to the rear of the plot.

If Members are happy the land currently behind the plot would be cleared and a small poly tunnel put onto the land and maintained by the allotment holder.

15. Remembrance parade:

A.Parade

The Royal British Legion would like to, with the Parish Council approval start to plan for a Remembrance parade in its usual format on Sunday 14th November. The Clerk has made an application due to time scale restriction to the District Council to hold the parade on public roads. A response is awaited but not anticipated to be a concern. Members are asked to consider supporting this event in connection with the Royal British legion

B.Wreath

Members are also asked to consider a contribution for a wreath to lay on Remembrance Sunday on behalf of the Parish Council - the following has been received

From the Royal British Legion “ I hope that you will continue your support for the Poppy Appeal and the Remembrance Sunday Parade. The Parade will take place on Sunday 14 November. It is currently planned to hold the usual parade which will form up at the Portobello Inn at 1030 hrs and proceed to the War Memorial by St Edmund's Church. Alternatively, you may go directly to the War Memorial.

I note from our records that last year you had a type 'B' wreath whose production cost is £17. If you no longer require a wreath, please contact me as soon as possible. If I do not hear from you, I will deliver the wreath to you shortly before Remembrance Sunday.

Whilst there is no charge for the wreath, a donation which covers as a minimum the production cost would be very much appreciated. If you are able to make a larger donation the balance will be applied solely to the work of the Royal British Legion Poppy Appeal in supporting ex-Service personnel and their dependants, regardless of whether or not they are Legion members. Please remember that the Legion supports all ex-Service people, and the need remains as great now as it ever has been in the aftermath of recent campaigns.”

C. Marshall

The parade will require a replacement marshal as David Diboll used to assist, Members are asked to consider volunteering to stand at one of the road closures as direct by the Royal British Legion

16. Old school update

17. Matters Arising

18. Newsletter Items

19. October Meetings

Planning and General purpose Committee Meeting: Monday 11th October 2021 Main Hall, Old School, School Lane 7.30pm

Planning and Parish Council Meeting: Wednesday 27th October 2021 : Main Hall, Old School, School Lane 7.30pm