

WEST KINGSDOWN PARISH COUNCIL

**Minutes of the Planning and General Purpose Committee held Monday 12th October 2020
Conducted via Zoom due to Covid 19 starting at 7.30pm.**

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

Apologies for Absence: Cllr Miss J Holdstock

Declarations of Interest: No declarations declared

Plans :

SE/20/02787/HOUSE: Sunshine Lodge London Road: New Garage to front of property. Objection

SE/20/02817/NMA Cox And Gill (Elect) Ltd, Old Post Office Stores Fawkham Road
Proposal Non-material amendment to 16/03873/FUL. Comment

20/02694/OUT land north of 26/-44 Hever Road : Outline application for creation of three flats with parking spaces above storage units with some reserved matters. Objection and comment

SE20/02449/LDCEX: Land East of Millview Park Forge Lane: Confirmation of land and buildings which is being used for vehicle preparation and sales. Objection and comment

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**Footpaths:
SDC271**

Cllr Richards asked for an update and the Clerk would contact KCC PROW for update and report back

Correspondence:

Land at Thornback

An email had been received regarding trees in Thornback and the residents had requested a site meeting to discuss large trees blocking light at their property it was agreed that Cllr Richards and Cllr Watchorn would meet the resident and report back full Council, The Clerk would arrange a site meeting. **AGREED**

SDC refuse trucks:

Refuse trucks clean up when it comes to cost, safety & the environment

Sevenoaks District Council has taken receipt of three new, energy efficient waste collection trucks to help with its weekly service.

The British assembled vehicles meet the new 'Euro 6 Standard' with vehicle emissions reduced by 55% compared to the previous Euro 5 Standard. They also have the lowest possible fuel consumption, keeping future running costs to a minimum.

The vehicles include a host of safety features, including radars to prevent or reduce collisions, devices to help protect cyclists, reversing alarms and a four-way CCTV system.

Each has a 'split back', which means they can collect black sacks waste in one side and clear recycling sacks in the other making the rounds as efficient as possible.

Cllr Margot Mc Arthur, the Council's Cabinet Member for Cleaner & Greener, says: "This investment in our waste collection fleet is part of our ongoing commitment to provide a weekly service for our residents. With the lowest possible emissions and fuel consumption, and a host of safety features, the trucks are good news for taxpayers, the environment and other road users."

NOTED

Remembrance Parade

This was a paper prepared by Martin Stoneham Royal British Legion for Members consideration.

Remembrance Sunday Parade and Commemoration in West Kingsdown [as at 8 October 2020]

This paper attempts to bring together the various guidance that has been issued to enable the Parish Council, as the organiser, to determine what form this year's event might take. It had been hoped that some form of guidance specific to Remembrance Sunday would have been issued by the Government by now but that is not, so far, the case. Reliance for the present will, therefore, have to be placed on the information set out below.

West Kingsdown Branch, Royal British Legion. [WKRBL]

The advice from the Royal British Legion HQ to its branches is that:

Remembrance events are permitted; however, those organising local Remembrance Sunday events across the UK should follow the guidance on outdoor events prepared and issued by the Events Industry Forum, with input from DCMS and in consultation with Public Health England and the Health and Safety Executive [see section headed Local Government Association].

Remembrance events should, wherever possible, be organised by a Civic Authority. All aspects of an event that is organised by a Civic Authority should remain the responsibility of that Civic Authority. Temporary Traffic Management Orders ("TTMOs") may only be organised and deployed by the Civic Authority and on no account should TRBL staff or volunteers be deployed to manage traffic. Some suggestions for alternative activities have been made to branches.

Locally a poppy template has been placed on the West Kingsdown Village Facebook page. This can be downloaded, printed and coloured in for display in a window. Other suggestions will be made if it does not prove possible to have some sort of open-air event. It is also hoped to be able to provide collecting boxes to a limited number of shops if they will take them. There will be no house to house collection this year although there may be a 'poppy stall' outside the Hever Road shops on Saturday 7 November.

Wreaths are available for those who normally lay them if required. Arrangements for the annual 11-11-11 commemoration usually held at the Hever Road shops are under consideration by WKRBL and will be subject to guidance from Legion HQ. 11-11-11 will be marked by some means.

Local Government Association.

The Association has issued guidance which can be found at: <https://www.local.gov.uk/covid-19-outdoor-events-guidance> The following has been extracted from it [*author's underlining*]:

We have liaised with the Business for Energy, Innovation and Skills (BEIS) who have confirmed that the Government's intention is that outdoor events should go ahead where they can do so safely – recognising that some planned easing of the lockdown (e.g. weddings etc) were paused on 1 August. Many outdoor events are already permitted provided they have carried out a thorough risk assessment and taken all reasonable steps to mitigate the risk of transmission in line with COVID-19 Secure guidance (see guidance published for [performing arts](#) and [sports and recreation](#)).

Outdoor events, that are organised by businesses, charitable organisations, and public bodies, may have more than 30 attendees provided (i) they have carried out a thorough risk assessment and (ii) taken all reasonable steps to mitigate the risk of viral transmission, taking into account that risk assessment, in line with COVID-19 Secure guidance. It is illegal for other outdoor events to have more than 30 people attending unless one of the exceptions set out in the relevant regulations applies.

Sevenoaks District Council.

Their advice is that organisers of outdoor events should take account of the Events Industry Forum guidance on: 'Keeping workers and audiences safe during COVID-19' which can be downloaded from the SDC website although for ease of reference a copy updated on 24 September 2020 is attached to the covering email.

This document includes the following statement [Note carefully that there is a significant difference in the wording below to that in the section above regarding the number of people attending]:

Outdoor events, that are organised by businesses, charitable organisations, and public bodies, are not restricted to any number of attendees provided (i) they have carried out a thorough risk assessment and (ii) taken all reasonable steps to mitigate the risk of viral transmission, taking into account that risk assessment, in line with Covid-19 Secure guidance. This includes ensuring that social distancing between different households or support bubbles is maintained at all times, and between staff and performers. In particular, those operating venues or running events following COVID-19 Secure guidelines should take additional steps to ensure the safety of the public and prevent gatherings of more than six people taking place within the event.

Insurance.

It would be prudent for the Parish Council to contact their insurer if an event is to be organised.

Conclusion.

Parade:

It would appear from the foregoing that to organise an event for more than 30 people will require significant effort and resources to comply with the guidance. It is, therefore, thought that the parade from the Portobello Inn to the War Memorial should not be held this year since it is not practical to control attendance and ensure that those present are socially distanced. Furthermore, it may now be too late to secure a TTMO

Commemoration at the War Memorial:

The options are:

1. By invitation only: If restricted to 30 people then all of those who customarily lay wreaths plus those who otherwise participate then would be able to be present. The VJ Day commemoration showed that there is adequate space available for this number. Stewarding will be necessary to control access to the burial ground for the duration of the event.
2. Open event: If no restriction is placed on numbers then attendance will exceed 30 as between 150 & 200 people come along in normal circumstances. It's probable that attendance would not be so great given that some people will be limiting their activities. Stewarding will be necessary to ensure that those present are socially distanced.
3. No event: Circumstances on or about Sunday 8 November may dictate that it is not possible to hold the event. If this is to happen the WKRBL will ensure that a wreath is laid on the day as was done for VE Day earlier this year.

If a commemoration is held then consideration will have to be given to the Order of Service in consultation with the churches. WKRBL will support whatever arrangements the Parish Council chooses to make subject to the safeguarding the health of its members.

The Parish Council may wish to clear their proposed arrangements with the District Council.

The author is happy to act as the link between the Parish Council and WKRBL and to liaise with the Rev Sarah Corry regarding the content of the Order of Service if so requested.

Please note that this is the personal view of the author and the Parish Council should satisfy itself that the its arrangements are compliant with the regulations applicable at the time of the event.

M W Stoneham
Poppy Appeal Organiser, WKRBL.

Members discussed the matters highlighted in the above paper and it was with sadness but for the safety of all attending during this Covid pandemic, proposed by Cllr P Bosley and seconded by Cllr Richards that this year's parade should be cancelled

ALL IN FAVOUR

The second part of the paper gave alternatives as the parade and full service was not possible it was proposed by Cllr Gray and seconded by Cllr P Bosley that option 1 invited guest's maximum of 30 should take place this year.

ALL IN FAVOUR

Affordable Housing – Maws Meadow Crowhurst Lane:

No 9 a 3 bed rented property is being advertised on the Homechoice webpage and locally and Members would be updated when the closing date and shortlists had been compiled by Orbit.

RECEIVED

Burial Ground:

The Clerk had asked local clerks in the District for any recommendations for planning consultants and advised Members that two recommendations had been received - Cllr Watchorn asked why we were looking at spending money when it had been made clear from SDC planning that they would prefer to see a woodland burial site. It was explained this was only an exploratory exercise to see what the fees would be and whether we would have a case to submit an application for a full burial ground. It was also explained that as a Council we would also be actively seeking land that could have the potential to be used as a burial site and would be writing to local land owners. When all the costings and responses from land owners had been received the Parish Council would then be in a better position to review and make a decision forward to some form of burial Ground extension **AGREED**

Grants

Papers have been circulated to all local groups a date for finance Committee meeting in November would be set at the end of this meeting – This would be via Zoom. **NOTED**

School Lane Garden:

Following the emails received from highways England as follows, Cllr Brazier is continuing to follow this up and will update when further information has been received.

Mrs Harrison

Thank you for your letter of 3 July 2018 regarding land at the above location. I apologise for the delay in response. Highways England is responsible for the trunk road network in England. I can confirm that Highways England does show as holding title to the land in question, held in title K936967. It was acquired for the construction of the A20 when the road was a part of the trunk road network.

This road has now been de-trunked so is no longer part of the trunk road network.

By virtue of Section 265 of the Highways Act 1980, the de-trunking order has transferred ownership of the highway and the subsoil of the A20 to the local highway authority (LHA). This means that ownership vests in the LHA even though Highways England remains the registered owner. The transfer of registered proprietorship is just an administrative exercise that has not yet been undertaken.

Ownership, maintenance and responsibility for the operation of this road transferred to the LHA when the road was de-trunked.

I recommend that you contact Kent County Council's highways department who will be able to help you with your query.

The Clerk was awaiting an update regarding transfer of land before any works on boundary trees could take place. **NOTED**

Gamecock changes to entrance and creation of new path.

The Clerk had not received the design and quote and would bring this back to full Parish Council. **NOTED**

Website:

The new website is ready and Keith Cass is happy to either update the webpage or train the Clerk who is happy to manage the site. There would be a cost to this as this was not included in the original cost. Users looking at the old site will be diverted to the new one before the old site is closed.

www.westkingsdownparishcouncil.org.uk

Cllr Richards commented that the front page should be something other than the road sign to the Village hall and Parish Office – the clerk would ask Mr Cass to change this

It was agreed that the Clerk would be trained by Mr Cass so that the site could be managed inhouse and that the cost would be a one off and thought to be no more than a couple of hours handover. **AGREED**

Christmas lights Gala lights .

Option 1: Festoon lighting

Lights = £750 to buy

Installation = £750

Total = £1500

Option 2: Double Strand of glittering pea lights Lights = £800

Installation = £750

Total = £1550

No further quotes had been received, the Clerk is liaising with Gala Lights for confirmation the installation cost includes taking down too.

The Clerk confirmed the cost of the lights would be a one off and that these would then be stored in the Loft at the Pavilion the cost quoted was to install and dismantle at a given date.

It was proposed by Cllr P Bolsey and seconded by Cllr Spencer that the lights should be purchased up to the cost of £1,550 and the Clerk would speak to Mrs Ripley who had been discussing this with the shop owners and ask them to consider contributing. It was agreed particularly this year with Covid restrictions to people and families it would bring a bit of cheer in difficult times.

ALL IN FAVOUR

Dates of Next meetings in October and November 2020

October

Planning and Parish council Meeting Wednesday 28th October 7.30pm via Zoom

November

Planning and General purpose Committee Monday 9th November 7.30pm via Zoom

Planning and Finance Committee for grants Monday 16th November at 7.30pm via Zoom

Planning and Parish Council meeting on Wednesday 25th November 7.30pm via Zoom

Meeting Closed at 20.31pm