

**WEST KINGSDOWN PARISH COUNCIL**

Minutes of the Planning and Parish Council meetings held on Wednesday 24th November 2021 held at Old School Hall, School Lane .

**Members of the Public and Councillors who wish to raise matters.****Brands Hatch:**

A new track manager had taken his post, recent Brands Hatch Liaison group meeting had been productive, residents day was going to take place on 20th February 2022 and nominations for charities were open for liaison group members to put forward. The School had asked what Brands Hatch were doing about climate change. A reply will be sent to the school. Noise management plan will be updated and Brands Hatch will work with SDC

**Barking dog**

Reported SDC, but reporting app not working, Clerk to report to SDC

**Oasis Cafe**

Parking along the road outside the café at peak times. Clerk to ask Traffic Enforcement to visit more regularly there.

**Abbey court:**

It was reported that Abbey Court nursing home was going to be purchased by SDC and converted into a HMO for affordable rent. The Council had seen plans on SDC website. There had been no consultation with Parish Council, although consultation in connection with matters that affect the local community, is included in the recently published SDC Parish and District Charter. Members expressed concern and disappointment and also expressed concerns regarding the close proximity of the entrance to Abbey Court with the junction of School Lane and London Road. It was agreed that a letter from the Parish Council be sent to SDC to voice the Parish Council concerns. **AGREED**

**Planning**

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

3 Members of the public in attendance

**Apologies for Absence:** Cllr Holdstock, Cllr King

**Declarations of Interest:** Cllr Land for Holmewood, Knatts Valley Road

**Plans:****SE/21/03645/HOUSE : 2 The Hollies, London Road:**

Proposal Proposed side and rear two storey extension, Objection and comment

**SE/21/03714/HOUSE 1 Lovelace Close:**

Proposal Demolition of existing extension and conservatory. New replacement extension to rear. Loft conversion including rear dormer, front roof light windows and raised half gable. Objection and comment

**SE/21/03574/HOUSE The Otters, Botsom Lane**

Proposal The erection of a detached double garage at the rear with of "The Otters" with formation of vehicular access. Objection and comment

**SE/21/03449/LDCPR Holmwood Knatts Valley Road**

Proposal Proposed garage, play room and gym outbuildings and all associated works at Holmwood House. Demolition of shed. Objection and comment

**SE/21/03608/HOUSE 76 Neal Road**

Proposal Single storey rear & side extensions.

**SE/21/03795/HOUSE Narvik 45 Cherry Tree Grove**

Replacement roof and dormer tiles and alterations to fenestration Comment.

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at Old School hall, School Lane**

**Members of the Parish Council:**

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

Apologies for absence: Cllr King and Cllr Holdstock

Declaration of Interests: relating to items on the Agenda there were none declared

**Minutes of Previous Meeting**

The MINUTES of the Planning Committee meeting held on Wednesday 27th October 2021 were submitted.

It was moved from the Chair that they be signed as a true record. **ALL IN FAVOUR**

The MINUTES of the Parish Council Meeting held on Wednesday 27th October 2021 were submitted.

It was moved from the Chair that they be signed as a true record. **ALL IN FAVOUR**

The MINUTES of the Planning Committee meeting held on Monday 8th November 2021 were submitted.

It was moved from the Chair that they be signed as a true record. **ALL IN FAVOUR**

The MINUTES of the General Purpose Committee held on Monday 8th November 2021 were submitted.

It was moved from the Chair that they be signed as a true record. **ALL IN FAVOUR**

The MINUTES of the finance Committee held on Monday 8th November 2021 were submitted.

It was moved from the Chair that they be signed as a true record. **ALL IN FAVOUR**

**Any Urgent Business**

The Chairman ruled 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

**Diary Items.**

There are no diary items

**Footpaths****Kingsingfield road**

A report following the site meeting held by Members was tabled for discussion and ratification before being submitted to KCC footpath Officer for action. It was proposed through the Chair that the Clerk should submit the report to David Munn at KCC for action **ALL IN FAVOUR**

## Correspondence

### 1.SDC Parish Charter

#### Sevenoaks District Town and Parish Charter 2021

Working together for the benefit of local communities within the Sevenoaks District

Introduction:

Within the Sevenoaks District, there are 4 Town Councils and 27 Parish Councils. Town and Parish Councils play a valuable and essential role in an area, possessing a thorough knowledge of their local community that can help with planning and decision making in their area. We recognise that each Town and Parish has a unique character that Town and Parish councils are committed to protect and enhance.

We want to work closely together in partnership for the benefit of local residents. This charter has been developed between Sevenoaks District Council and the Town and Parish Councils. It acknowledges the role of District, Town & Parish Councils, providing a framework which enables us all to understand, develop and promote local needs and aspirations. It also recognises the role of the Kent Association of Local Councils (KALC) on behalf of the Towns and Parishes within the District.

This Charter is a 'living' document and its relevance and effectiveness will continue to be jointly monitored to ensure it remains of value to those it serves.

#### Definition

A charter is a document describing the relationship between two parties and aims to encourage good working practices. This charter represents a mutual agreement between Sevenoaks District Council and each Town and Parish Council within the district. It is a statement of intent, but not a legally binding document.

A copy of the full charter was tabled for members

**RECEIVED**

### 2.Primary School Nativity Dress rehearsal

An invitation to the Community to attend the West Kingsdown Church of England Primary School, Fawkham Road, West Kingsdown, to members of the local community who would like to join the children on Monday 13<sup>th</sup> December at 9.30am to watch the dress rehearsal of the children's nativity play.

**RECEIVED**

#### Finance

##### Internal audit

This had been carried out by Cllr Gray and Cllr I Bosley and no problems were identified, The form for internal audit was updated to take into account the electronic payments and recent updates to improve future internal audits as an accurate account. **RECEIVED**

#### Finance

The Finance papers were circulated to Members prior to the meeting and it was noted that an income of £7,300.91 had been received. It was proposed by Cllr Christie seconded by Cllr Gray that payments totalling £5,890.54 be paid **ALL IN FAVOUR**

#### David Diboll Memorial and Queens Canopy Tree:

A quote had been received from SL Tree care to grind this stump at the Burial Ground for the sum of £300 in order that the area is suitable for the memorial tree and bench in memory of David Diboll. It was proposed by Cllr Watchorn and seconded by Cllr Richards to accept the quote and have the stump removed. **ALL IN FAVOUR**

#### Trees from Coolings Nursery

Queen's Canopy Tree : Oak Tree : about 6ft

£69.99 incl VAT

David Diboll Tree : Wild Service Tree about 6ft

£69.99 incl VAT

It was proposed through the Chair to purchase two tress

**ALL IN FAVOUR**

**Bench in Memory of David Dibi=oll**

Heritage Oak Garden Bench

6ft £465 inc VAT (4 seater) as in churchyard near lychgate

4ft £377.33 inc VAT (2 seater)

5ft £411.60 inc VAT (2-4seater)

Purchase on line from Garden4less

It was proposed by Cllr Richards and seconded by Cllr Christie to purchase 6ft bench to be positioned in the burial ground, Clerk to speak to Clive Yarnold re concrete base to sit it on.

**ALL IN FAVOUR**

**Sound Reduction Measures for Refreshment Room in the Pavilion**

Cllr Bosley introduced this item and said that a quote had been obtained from Sound Reduction Systems, the same company that placed the sound reduction panels in the village hall.

Measurements and photographs had been supplied and the following quote received.

**Class A Sound Absorption Products**

Our most popular sound absorption products for use within village, church, community, and Scout halls are as follows:

**Sonata Aurio** - 50mm thick directly bonded foam absorber finished in high quality 'Trilogy' display fabric. Sonata Aurio can be bonded to walls and ceilings using our high-grab Sonatac Adhesive - <http://www.soundreduction.co.uk/Products/Sound-Absorption-Solutions/Sonata-Aurio/>.

**Sonata Vario** - 50mm thick suspended foam absorber finished in high quality 'Trilogy' display fabric. Sonata Vario is suspended from ceilings using our proprietary fixing kits or secured to walls via specially designed brackets. Suspending the Vario panels increases low-frequency acoustic performance and, because no adhesive is used, the Vario panels can be easily removed, should you wish to relocate them or redecorate the walls. <http://www.soundreduction.co.uk/Products/Sound-Absorption-Solutions/Sonata-Vario/>. Where the air-gap is not required, Sonata Vario can also simply be installed on screw-heads flush to the wall.

**Sonata Memo** - 50mm thick surface mounted foam acoustic noticeboard with pinnable facing. Sonata Memo boards are great for replacing existing noticeboards to introduce some acoustic absorption and low level - <http://www.soundreduction.co.uk/Products/Sound-Absorption-Solutions/Sonata-Memo/>.

Colour information can be viewed here: [Sonata Aurio/Vario Colours](#), [Sonata Memo facing colours](#)

All of the above Sonata products are rated as Class A acoustic absorbers to BS EN ISO 11654:1997. All Sonata products are completely free from mineral fibre and glass-wool. Datasheets are attached.

**Reverberation Time Calculations**

Reverberation time is the most common way of expressing a room's basic acoustic character. It is the time taken for a steady noise to decay by 60dB after its source has been abruptly cut off. Using information on the dimensions of the room and the surface finishes present, my calculations estimate that the mid-frequency reverberation time (average of 500Hz, 1000Hz, and 2000Hz) of the room is approximately 1.5s, which is too high for a room of this kind and intended use. The excessive reverberation will certainly detrimentally

affect the users of the space. To reduce the reverberation time, we need to add Class A acoustic absorption.

In terms of a design target, given the starting point, Ideally I would recommend that we include sufficient Sonata Class A absorption within the room reduce the modelled mid-frequency reverberation time to <0.8s ensuring that acoustics are well balanced across all frequencies. Generally speaking, this should give you a very clear subjectively noticeable improvement compared with the acoustics of the room at the moment and make it much better for both speech and music.

In order to achieve this design target, the calculations suggest that approximately 12.5m<sup>2</sup> of our class A Sonata absorption is required. Calculations of reverberation time are attached.

#### Attachment Key

Red data/graph - Untreated room

Blue data/graph – Room after treatment with Sonata Aurio Panels (bonded)

Green data/graph – Room after treatment with Sonata Vario panels (suspended)

As you can see, there has been a significant reduction in the overall level of reverberation, shown by lower reverberation time, and a much flatter frequency response. This indicates that there should be a much-improved balance to the acoustics post-treatment.

#### Supply and Installation Quotation

To give you an idea of costs I have based the quotation on the use of 8no 1200x500x50mm and 8no 1200x800x50mm Sonata Aurio or Vario on the ceiling of the room. A survey would be required to confirm the specification and costs. Please see quotations for both options below:

##### Option 1 - Sonata Aurio Panels (Bonded)

Sonata Product	Cost	Unit	No.	Total
Aurio Absorber (1200 x 800 x 50mm)	£80.00	each	8	£640.00
Aurio Absorber (1200 x 500 x 50mm)	£54.00	each	8	£432.00
Sonatac Adhesive (300ml)	£8.80	each	13	£114.40
Installation	£900.00	each	1	£900.00
VAT @ 20%				£417.28
<b>Total</b>				<b>£2,503.68</b>

##### Option 2 – Sonata Vario Panels (Suspended)

Sonata Product	Cost	Unit	No.	Total
Vario Absorber (1200 x 800 x 50mm)	£104.00	each	8	£832.00
Vario Absorber (1200 x 500 x 50mm)	£85.00	each	8	£680.00
Ceiling Suspension Kit	£9.00	each	16	£144.00
Installation	£900.00	each	1	£900.00
VAT @ 20%				£511.20
<b>Total</b>				<b>£3,067.20</b>

The installation prices shown include all labour, access towers, delivery of materials, loading materials to work area, protection to existing finishes, particularly floors, and

removal of all waste (packaging) from the site. The installation of the above, including travel from Bolton, requires 2 days (max) of the installation team's time. Access would be required from 8:00 am to 6:00 pm in order to complete the work. Our installer will require free of charge use of power and use of welfare facilities.

**Notes:**

The above quotation is subject to a survey. If you are interested the next step would be to book us in for a visit to firm everything up.

The price allows for the standard trilogy fabric wrap on the panels.

Lead time for the panels is usually 3 weeks max depending on the colour you require and stock levels.

Following discussion, Cllr I Bosley proposed Ooption 2 with suspended ceiling and possibility of the addition of a notice board depending on the difference to the sound reduction, seconded by Cllr Gray.

**ALL IN FAVOUR**

**Pavilion : Cupboard in the Kitchen area**

Quote from Allan Clark:

To fit new wall unit in kitchen, where kettle is with gloss white doors.

Fit new locks.

1000mm wall unit £40.00

Gloss white doors £96.00

Locks £5.00

Labour £30.00

Total £171.00

It was proposed by Cllr Land and seconded by Cllr Mrs Spencer to replace the kitchen cupboard

**ALL IN FAVOUR**

**Caretaker:**

Clerk updated Members regarding the current position with the Caretaker and that he had indicated that he did not wish to continue in the job. Members agreed that the cleaning of the building was not up to the required standard and therefore to accept his resignation and terminate the caretaker's contract. It was therefore proposed through the Chair that the Clerk be instructed to proceed as agreed and to advertise the post. Sseconded by Cllr Christie

**ALL IN FAVOUR**

**Playground project:**

The Clerk met with Komplan on Monday 22nd November, the playground company that had carried out the survey on the Parish's behalf. The responses had been constructive and a plan would be drawn up to completely refurbish the play area in the recreation ground. Komplan advised that there was funding for this type of project that Sevenoaks District Council had received from central Government and therefore it was being explored whether our project would qualify for some financial support as that funding had to be used by 31st March 202. Plans were due to be sent from Komplan but had not yet been received at the time of the meeting. **RECEIVED**

**Steps at Gamecock:**

It has been reported by dog walkers and users of the community cupboard that the sleeper steps are very steep and slippery. Users trying to access the cupboard, whilst carrying donations or taking boxes following collection have found it dangerous using the steps in damp conditions, One walker had missed/ slipped at the bottom of the steps

Members notes that this is a popular route to access the field by field users and dog walkers who access the area via the footpath along London Road and uses of the community cupboard for whom it is the only mean of access.

Following discussion it was agreed to investigate possible ways of making the access safer or more usable in winter conditions.

The Clerk would speak to Clive Yarnold and seek a quote and advise on which steps would be suitable for the location. Metal steps were thought to be less slippery.

**Village Hall Committee update**

Electrical contractor has been instructed to install new outside lights, A maintenance day was recently carried out and the hall continues to be well used.

**Matters Arising**

Drains along School Lane : schedule for every other year, Clerk to discuss with Cllr Brazier

**Newsletter Items**

Trees for queens canopy  
David Diboll memorial

**December /January 2022 Meetings**

**Planning and Parish Council Meeting:** Wednesday 15th December 2021 : Main Hall, Old School, School Lane 7.30pm

**Planning and Precept meeting** Monday 10th January 2022 : Main Hall, Old School, School Lane 7.30pm

**Planning and Parish Council Meeting:** Wednesday 26th January 2022 : Main Hall, Old School, School Lane 7.30pm

**Meeting closed at 9.40pm**