

# Harrietsham Parish Council

Minutes of the Parish Council Meeting held on Wednesday 23<sup>rd</sup> February 2022 at 7.30pm in  
St John the Baptist church

Cllr Powell welcomed all present to the meeting.

The Clerk reported that she had an urgent update on the Saxon Place Open Space and that this would need to be added under Agenda item 6.1 (Other Environmental Matters). Councillors were in agreement with this.

Before the meeting began, Cllr Roots spoke about the Parliamentary Boundary Review consultation, which ends on the 4<sup>th</sup> April. Whilst Harrietsham and Lenham are not affected by the proposed changes, Headcorn will move under the current proposals, to the Weald of Kent constituency.

## 1 Present

Cllr E Powell, Cllr G Dean, Cllr F Stanley, Cllr C Roots, Cllr T Griffiths, Cllr S Luck, RFO/Amenity Manager Mr M Cuerden and the Clerk Mrs A Broadhurst  
1 Member of the Public

## 2 Apologies for absence

Cllr V Foster, Cllr T Sams, Cllr J Sams, Cllr R Dayes, Community Warden Martin Sherwood

## 3 Minutes of the last meeting

Parish Council Meeting 26<sup>th</sup> January 2022 - The minutes were proposed as accurate by Cllr Dean, seconded by Cllr Luck; with all in favour.

## 4 Disclosures and confidential items

### Changes to the Register of Interests

There were no changes.

### Declarations of Pecuniary Interests

There were no declarations.

### Requests for Dispensation

No requests were submitted.

## 5 Planning

5.1 The outstanding planning applications were noted.

5.2 The refused applications were noted.

### 5.3 Other Planning Matters

- Pilgrims Retreat Planning Appeal: The Clerk queried whether the Planning Committee intend to submit a letter to the Planning Inspector. After brief discussion it was decided that a letter was not required.
- Register of Common Land - Greenway Forstal: The Clerk queried whether the Planning Committee intend to submit a response to the KCC application and it was agreed that the following should be submitted "Harrietsham Parish Council welcome the application submitted by The Open Spaces Society to register common land at Greenway Forstal to protect the open space in perpetuity."

## 6. Environmental

### 6.1 Other Environmental Matters

- To ratify Decision to approve Andrew French cutting Teers Meadow: The Clerk reminded all present that Mike Phillips had contacted her to ask whether Andrew French could cut Teers Meadow, whilst the reptiles were still dormant, at a cost of £825. As this work was time critical 9 Councillors had agreed that the work should be completed as soon as possible, with no response from 1. It was proposed by Cllr Roots to ratify this decision. This was seconded by Cllr Dean, with all in favour. Cllr Stanley commented that he thought the price had been high considering the contractor had left by around 11.30am.
- Maintenance required in the Community Orchard: The Amenity Manager reported that, following the recent tree inspection, it had been recommended that fertilizer should be added around the base of the trees. Brogdale had suggested bags of manure readily available at garden centres. JB Landscapes had submitted a price of £398.56. After brief discussions Councillors asked that the Amenity Manager clarifies with the contractor that it will be fertilizer as specified by Brogdale. It was then proposed by Cllr Griffiths that, if the response is satisfactory, JB Landscape carry out the required work. This was seconded by Cllr Roots, with all in favour.

**ACTION: Amenity Manager**

The Amenity Manager reported that, when he was checking the orchard, he had noticed that a section of chicken wire fencing had been removed. JB Landscape had quoted £175 to replace this. After brief discussion it was proposed by Cllr Powell that no further action be taken, this was seconded by Cllr Roots; with all in favour.

- Saxon Place Open Space: The Clerk updated all present on the current situation. The s106 money is due to be spent by August, however it was earmarked for the Glebe Field. The Directors at Barratt Homes have agreed that a Deed of Variation can be drawn up to resolve this and the Clerk has asked for an additional year to be written into the document. MBC may require the Parish Council to confirm that the money will definitely be used as specified, before signing off the variation. During the most recent conversation with Barratt Homes, it had come to light that a Deed of Covenant was required in relation to the restrictions that came with the use of the land. However, on checking the title deeds, there are no restrictive covenants listed. The Clerk has contacted Thorneloe Solicitors to obtain further clarification on this, however no response has been received to date. Various Councillors offered to try to push this forward individually. The Clerk added that she is to meet with Maria Cook to discuss whether she would be able to project manage the works and, in the meantime, asked that a working party be put in place to oversee the works, when the time comes. Her suggestion was that the Youth group (Cllrs T & J Sams, Stanley, Dayes and Foster) take this on. The Clerk also added that, if Cllr Griffiths is available, he may wish to be involved. All Councillors were in agreement with this.

It was noted that, whilst the Parish Council has permitted development rights, the size of a MUGA would be more than 200 cubic metres and so planning permission would most likely be required. The Clerk was asked to speak with Cllrs Sams to see whether they would be able to find out from the planning department. The Clerk also updated Councillors on the situation with the current small play area, which is currently being transferred to the Parish Council.

It was noted that, when speaking to Maria Cook previously, she had suggested that a public consultation would be a good idea for the new play area. However, the best course of action would be to get plans from various providers and ask for their views on the three favourite schemes. This ensures that the responses are helpful, rather than being a wish list of unachievable equipment.

## 7. Finances

**7.1** Income and Expenditure spreadsheets - The finance sheets were proposed as accurate by Cllr Roots, seconded by Cllr Stanley; with all in favour.

**7.2** To ratify Decision for the Purchase of a Laptop: The Clerk reminded all present that it was now becoming an issue for the Planning Committee to deal with planning applications in meetings, due to MBC no longer providing paper copies. The Clerk had asked Councillors whether a medium range laptop could be purchased that could be kept in the meeting room for all Council Committee meetings. Eight Councillors had agreed that a laptop should be purchased, with no response from 2. It was proposed by Cllr Roots to ratify this decision. This was seconded by Cllr Dean, with all in favour.

## 8. Highways

The Clerk had previously circulated an amended draft Highways Improvement Plan, which now needs to be listed in priority order. As members of the Highway's group had been unable to unanimously agree the order, the Clerk asked that Councillors make a decision so that the form could be sent to Kent Highways, before a meeting due to take place on the 2<sup>nd</sup> March. After discussion the following order was agreed:

- (1) Church Lane play area signs
- (2) Hook Lane signage (to be included with the 20mph scheme)
- (3) Ashford Road - Average speed system
- (4) Church Road - 20mph speed limit and SIDs
- (5) Fairbourne Lane - 20mph speed limit and additional signage
- (6) East Street - Speeding concerns to be addressed
- (7) Marley Road/Dickley Lane - Speeding concerns to be addressed
- (8) Footpath on A20 by railway bridge leading to Rectory Lane - improvements required
- (9) Bus shelter on A20 opp. Baileys Court
- (10) Bus Shelters requested by Old School Site (either side of the road)

It was noted that item 8 (above) had had an update from Kent Highways, offering three options of the footpath issue could be resolved. During discussion it was noted that this is an extremely dangerous crossing point and it proposed that option 3 can progressed "Block off footpath altogether by installing a pedestrian guardrail to deter pedestrians from crossing at this point and install full kerb opposite". The Clerk stated that she would inform Jennie Watson of this, when she sends the updated HIP form back.

Cllr Roots reported on a Department for Transport Traffic Advisory Leaflet which details traffic calming and speed reducing measures. The Clerk asked that the leaflet be circulated to all Councillors.

**ACTION: Clerk**

**ACTION: Cllr Roots**

## 9. Santa's Grotto

As he had been unable to attend the last meeting, Cllr Griffiths echoed thanks to everyone who helped out at the event in December. The hall has been provisionally booked for this year and he needs to fill out the booking form. He asked that this item be added to the September agenda so that arrangements can start to be made, as the selection boxes had worked well and will need to be ordered again. There was brief discussion surrounding the actual grotto and Councillors agreed that purchasing some garlands to put up inside the gazebos would be a good

idea. The Clerk offered to investigate this. Cllr Griffiths queried whether he could purchase an Elf costume and Councillors agreed. **ACTION: Clerk & Cllr Griffiths**

#### 10. Reindeers for Santa's Grotto

Cllr Dean reported that she had investigated reindeers being at this year's Santa's grotto, however a price of £1,000 had been quoted for 2 reindeers appearing for 4 hours. As this is something that would still be lovely for the children, it is hoped that sponsors can cover the cost. Cllr Dean therefore asked for this item to be removed from the agenda.

#### 11. LOLER Reports for the Parish Office Lift

The Clerk reported that 8 companies had been contacted to obtain quotes for carrying out LOLER inspections twice a year. The prices had ranged from £112.50 to £450 per visit. The Company that had provided the cheapest quote had stated that it would be more of a visual check, which had raised some concerns. Having discussed the matter with Cllr Stanley, he contacted the preferred Company, who confirmed that they would be completing a thorough inspection. Therefore, the Clerk's recommendation was to accept the quotation from the 2nd cheapest company, at a cost of £190 per visit. It was proposed by Cllr Griffiths to accept this recommendation, and this was seconded by Cllr Stanley; with all in favour. The Clerk confirmed that this Company is Independent Safety Evaluation Ltd.

#### 12. Annual Parish Meeting

The Clerk reminded all present that this is due to take place on the 27<sup>th</sup> April. Cllr Luck informed all present that a member of Kent Police has offered to come along to speak to residents about the risk of fraud. All Councillors agreed that this was a very good topic and the Clerk asked for details to make contact with DC Newman.

**ACTION: Cllr Luck**

Councillors suggested that tea and biscuits be served at the end of the meeting and the Clerk offered to discuss this with Cllrs T&J Sams, to see if they could assist. **ACTION: Clerk**

#### 13. Queen's Platinum Jubilee Celebrations

Cllr Dean reported that she has spoken with the Invicta Jazz Orchestra who are available to attend the beacon lighting. They usually charge £500 but, as it is a community event, they will reduce this to £250. It was proposed by Cllr Powell to confirm the booking, this was seconded by Cllr Griffiths; with all in favour. **ACTION: Cllr Dean**  
The Clerk confirmed that the times for the Thursday evening are as follows:

Piper - 21.35 (playing 'Diu Regnare')

Bugler - 21.40 (playing 'Majesty')

Lighting of the beacon - 21.45

The Orchestra would be able to play in the lead up to the formal celebrations and Cllr Dean would check whether they would be able to set up on the Glebe field, or whether they would need to be in the Church.

**ACTION: Cllr Dean**

Cllr Dean confirmed the arrangements for the Big Lunch, stating that the following would be organised:

Dog Show, game of rounders, tug of war, cake stall (donations required), raffle (prizes needed), music, 1<sup>st</sup> Aid station and toilets (already booked). Cllr Griffiths will act as the compere for the day and he suggested that the Guides and Scouts also be asked if they would like to get involved. Cllr Luck asked whether it was possible to book an ice cream van and this will be looked into. Cllr Dean added that she has asked a local stone baked pizza company if they would be available for either the Thursday evening or Sunday lunchtime.

It was noted that any incidental profits raised from the outside stalls would be donated to the Duke of Edinburgh Awards charity, which seems fitting during the Queen's Platinum Jubilee celebrations.

Cllr Dean asked that the Big Lunch working party be reformed to progress with the arrangements (Cllrs Dean, Luck, Griffiths, T&J Sams). This was agreed by all present. The Clerk added that she had received calls from various groups in the village who wish to be involved and they can be put in touch with the working party.

#### 14. Advertising in the Downs Mail

The Clerk reported that the Editor of the Downs Mail has contacted the Chairman to request that the Parish Council consider advertising in the paper for either £200 for a half page or £400 for a full page. The Parish Council could decide how often they wished to have the space. They will arrange a reporter to attend meetings, with the copy being sent for approval before going to print. It was suggested that copy could be written by the Communications Committee and the RFO stated that this would need to be formally approved at a Communications meeting before it could be sent to the Downs Mail. After further discussion Cllr Powell suggested that the Editor be invited to the next meeting so that he can answer any questions that Councillors have. Then the Parish Council could look into paying a nominal fee for a trial. **ACTION: Clerk**

#### 15. ACRK Annual Subscription

The Clerk reported that the annual subscription to Action with Communities in Rural Kent (ACRK) is now due for renewal at a cost of £90.00. Cllr Powell proposed that the subscription be renewed, this was seconded by Cllr Griffiths; with all in favour

**16. Future Events**

Soup Saturday - 12<sup>th</sup> March (St John the Baptist Church 12 - 2pm)  
Community Litter Pick - 2<sup>nd</sup> April (9am - 11am meeting on the Village Green)

**17. Items for Future Consideration**

Christmas Lights - Cllr Roots

**18. Date of Next Meeting - Wednesday 30<sup>th</sup> March 2022 at 7.30pm in St John the Baptist Church**

*With no further matters to discuss the main meeting was closed at 9.34pm.*

*Minutes of Confidential Agenda Items 19 (Medical Centre) & 20 (Staffing Matters) will be filed with a signed copy of these minutes.*