

28  
**FAWKHAM PARISH COUNCIL**

Minutes of the Parish Council Meeting of Fawkham Parish Council held Thursday 21<sup>st</sup> November 2019

Members of the Parish Council:

**Present:** Cllr Laura Evans (Chair), Cllr Duncan Harker, Cllr Alun Evans, Cllr Mike Pearsall

**Apologies:** Cllr Maxine Fothergill, who was attending a charity sleepover

One member of the public. The Churchwarden sent her apologies.

The Chair explained the Clerk had given her resignation as Clerk but would continue her work for the village as District Ward Councillor. Recruitment of a new Clerk would begin immediately.

**Planning**

**Planning:**

**SE/19/03133/FUL: Fawkham Manor Farm Manor Lane :** Conversion of existing home office/multi use building to a single dwelling house. External alterations and construction of entrance porch. Comment.

**Planning update**

**Eureka :** Status of three caravans at Eureka as permanent residential addresses. Update given by planning enforcement.

**West Ray:** Hedge and wall works noted. Response received from Planning enforcement.

**Woodlands Activity Cabin:** An email to planning enforcement had been sent and a reply was awaited.

**19/02893/ADV: Bridge Over M20 Three Gates Road Fawkham:** Erection of 2 temporary aluminium banner advertisements. Withdrawn.

**Parish Council Meeting**

**1. Apologies for Absence:** Cllr Fothergill

**2. Members of the Public:**

No matters were raised.

**3. Declarations of Interest:**

Cllr Pearsall announced that due to a change in personal circumstances and relocating he was to step down. He wished the Council well and left the meeting.

Cllr L Evans for an item relating to Finance.

**4. Approved Minutes:**

The Minutes of the meeting held on 17th October 2019 were submitted and it was proposed by Cllr A Evans and seconded by Cllr Harker that they be approved and any recommendations thereby implemented.

**ALL IN FAVOUR**

**5. Matters arising:**

**a. Wig Wags:**

Cllr Fothergill to speak to the primary school regarding their operation and this item would be on the December agenda for an update.

**b. Wikipedia:**

Updated content had been circulated, agreed and amendments made to Wikipedia.

## 6. Correspondence:

### a. Consultation on the Proposed Modifications to the Minerals Sites Plan

#### Consultation on the Proposed Modifications to the Early Partial Review of the Kent Minerals and Waste Local Plan 2013-30

Following the Examination in Public in October 2019, the County Council is now seeking views on the soundness and legal compliance of:

- Proposed Modifications to the Mineral Sites Plan
- Proposed Modifications to the Early Partial Review of the Kent Minerals and Waste Local Plan 2013-30

The consultation period for both projects will run for 8 weeks from 09:00 on Tuesday 19<sup>th</sup> November 2019 until Tuesday 14<sup>th</sup> January 2020 at midnight.

The consultations will commence online on our consultation portal at <http://consult.kent.gov.uk/portal/> 09:00 on Tuesday 19<sup>th</sup> November 2019. From that date comments can be submitted on the Plans and accompanying Sustainability Appraisals.

Members to look at the document on KCC website and the item would be on the December Agenda.

**NOTED**

### b. The Church warden had advised of the following Christmas events:

Carols in the Rising Sun would be held on Tuesday 17<sup>th</sup> December, 6.30 for 7pm.

Service of Nine Lessons and Carols would be held at St Mary's on Sunday 22<sup>nd</sup> December at 5pm

Midnight mass would take place at St Mary's on 24<sup>th</sup> December at 11pm

**RECEIVED**

## 7. VE Day 75.

Members discussed Cllr A Evans' paper for the VE day celebrations in May. Cllr Harker to speak to the church about the 7pm Peal of Bells on Friday 8<sup>th</sup> May and Cllr A Evans to speak to the Rising Sun about the national toast to be raised at 3pm on Friday 8<sup>th</sup> May. Members discussed a bring your own picnic to be held on the meadow or if weather was poor then the Village Hall could be used as a back up. This could include a school choir, Hartley Jazz band, Local Vocal singing group, and a period fancy dress competition. Steep Hill School is planning a talk before that Bank Holiday on Fawkham during the war and hope to approach historian Christopher Proudfoot about this. FPC will sign up to the Government's veday75 website.

Communications, including a poster, need to be designed to cover all the events for the celebrations so that villagers were aware of all the special events happening and also another opportunity to bring the village together.

This item would be on the December agenda to discuss plans further. A budget for this event could be considered at the precept meeting in January, but it was hoped to keep costs low.

**NOTED**

## 8. Local Plan update

Following submission of our Hearing Position Statement regarding the two sites in Fawkham, the Planning Inspector cancelled the remaining Hearing Sessions as she has a number of concerns about the Local Plan. A key issue in the Inspector's decision is her view that SDC failed in the Duty to Cooperate (DtC) with neighbouring authorities over the unmet housing need. She also has significant concerns about the soundness of the Plan in respect of a number of areas including the approach to Sustainability Appraisal, the chosen Strategy for Growth, the assessment of the Green Belt and housing supply and distribution. SDC has issued a press release in response setting out its views, and is due to respond to the Inspector's concerns in a detailed letter by 15.11.19, following which it is understood the Inspector will reach a final conclusion as to whether the Examination of the plan should continue. It is now clear that the Inspector will not be communicating her decision until after the General Election. It was also clear at this stage that SDC would not be withdrawing their plan as per the request of the Inspector.

Other Parishes had written to the District Council/ Planning Inspector and it was agreed after reading the two parishes' letters that Cllr L Evans as Chair would circulate a letter to members before submission to the Planning Inspector.

**AGREED**

## 9. Highways Improvement Plan:

The attached updated HIP was discussed by members. Cllr L Evans had attended the KCC Highways seminar and would give a report summarising the event at the December PC meeting.

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### a. Village gates:

Cost of southern gate to be agreed by members: option (1) gate in white, with three horizontal slats 1.3m above ground and 1.5m wide cost £944.65 +VAT. Or (2) as above but 1.8m above ground cost £973.88+VAT.

Cost of installation: quotes were requested from seven contractors on KCC's approved highways contractor list. Only one quote was supplied which was from Cliffe Contractors to supply and fit gates, as follows:

The quotation is for supply and erecting the gates:

	Labour	Materials
Option 1	£510.00	£1,260.00 +VAT
Option 2	£510.00	£1,295.00 +VAT

The Chair noted that purchasing direct from Glasdon would result in considerable cost savings. It was agreed that a gate of 1.5m wide and 1.8 high would be purchased direct from Glasdon and installed by Cliffe Construction, and, further it was agreed at a cost of £255 (£306 incl VAT) to remove some of the posts and old signs that were not needed, the removal of which had been agreed with KCC Highways. It was agreed at this stage to keep the Fawkham Green sign.

The northern gate (Longfield) is on private land, and written permission had been obtained. The gate will require one leg to be cut to size, due to the site's slope so the 1.8m height gate will need to be ordered at a cost of £973.88+VAT. The handyman could be used to install this gate and a quote of £75 has been given for this.

It was proposed by the Chair that for the Longfield end a 1.8m high gate would be purchased direct from Glasdon and that A Clark would install for £75, also the sign showing 40mph would be repositioned higher on the post to be seen.

Depending on the Glasdon lead time the gates could be delivered to Cllr Harker pending installation.

The purchase of two gates and installation as above at a total cost of £3,024.32, plus £306 for the removal of existing signs, was proposed by Cllr L Evans and seconded by Cllr A Evans.

**AGREED**

### b. Traffic Count:

The traffic count was in place although the recording boxes were not in the agreed places. Cllr L Evans to contact Kent Highways to discuss moving them. The one by the national speed limit:30 mph transition point should have been placed within the 30mph zone, and one sited outside the Church rather than opposite Speedgate Hill.

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### c. Other highways items:

The junction of Manor Lane/Valley Road is due to be repaired and repainted - timing yet to be confirmed.

Further gully cleansing is due to take place in November to help with surface water flooding on Valley Road.

**RECEIVED**

## 10. Projects and Actions Sheet

The items on the document were discussed and an update given on progress. Key points to note are:

- Around 500 daffodil and tulip bulbs have been planted by Members around the village signs and benches on the green and in the churchyard
- The new Christmas tree lights have been installed and a switch on is planned for 1st December
- The electrics at the village green are being inspected
- The first email update was sent to residents on the distribution list in October

- Eight lorries were reported under Lorry Watch during October. Of these two were using the road correctly, three incorrectly and three unknown. Lorries will continue to be reported, with formal Lorry Watch sessions starting again in the spring
- Valley Road is due to have a litter pick in the second week of December
- A service was held at the war memorial on 10.11.19 and it was pleasing to see around 30 villagers attended. A wreath was laid on behalf of residents.

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**11.Fawkham Village Hall Kitchen Refurbishment**

Quotes had been obtained by Cllr Fothergill for the refurbishment of the kitchen for:

- Supply of the kitchen units, worktops and handles
- Fitting of the above as per the specification agreed to include all removal, making good, boxing in electric unit etc and new LED lighting (one quote was to be supplied by the Clerk)
- Replacement flooring

The quotes received fulfil the specification previously agreed with full details circulated to members.

31

1. Magnet	£1,304.06
2. Howdens	£1,250.66
3. <b>Benchmark</b>	<b>£1,273.80</b>

Members were asked to consider the quotes.

Fitting Quotes

These quotes all fulfil the specification previously agreed and full details have been circulated to members. The prices now include the bar area within the specification.

1. DR Clark	£5,341 plus VAT
2. <b>Russell J White Ltd</b>	<b>£3,685.00 plus VAT</b>
3. A Clark (6.11-11.11, extended to 15.11, then 17.11)	Not received in the time period requested

Quotes were discussed by Members. Although only 2 of 3 quotes had been received, 3 different quotes had been obtained for the kitchen refurbishment in 2018, all of which were more than those above. Questions for chosen contractor to clarify:

- Electrics to be installed for the under counter fridge and dishwasher, with isolator switches above the counter (not sure if in spec).
- Dishwasher - has allowance been made to connect a dishwasher
- Connection of the undercounter fridge into the separate circuit for the standalone fridge-freezer be looked into (feasibility, cost)

Flooring

The quotes all fulfil the specification previously agreed with and full details have been circulated to members

1. Kent Flooring	£1,500.00 Ex VAT
2. <b>All Types Flooring</b>	<b>£1,166.67 Ex VAT</b>
3. Freestyle Flooring	not received

It was agreed that a neutral stone-look, non-slip roll flooring would be fitted

Sinks and Taps (Screwfix)

Franke Ascona Inset Sink Stainless Steel 1.5 Bowl	£141.66
Franke Sion Dual-Level Mono Mixer Tap	£74.99
Franke Inset Washbasin Stainless Steel	£83.33
Lecci Basin Pillar Taps	£29.16

**Total****£329.14 Excluding VAT**White goods - all from AO.COM or similar supplier

1. Hotpoint COOK 30 MWH301B 30 Litre Microwave	£74.17
2. Fridgemaster MC55251MB 50/50 Frost Free Fridge Freezer	£240.84
3. Fridgemaster MUL49102MB undercounter frost free fridge	£99.17

4, Dishwasher HotPoint Extra FDFEX11011K  
**Total**

£246.67  
**£660.85 Excluding VAT**

**SUBJECT TO THE FOLLOWING CONDITIONS BEING MET:**

i. Work starting 9th December and being completed before the booking on New Year's Eve, so that there is no impact on the NYE booking

ii. no noisy work taking place on 12th December (Election Day)

**32**

iii. written confirmation that Electoral Services are happy that work will be happening in the kitchen while the election takes place

iv. confirmation that the toilets will be in service on Election Day (ie that the water will not be disconnected that day)

v. confirmation that chosen kitchen is in stock in Benchmarx/will be available for delivery to enable installation in the timescale

vii. Confirmation is received from Cllr Fothergill how the timing/project works in terms of when and by whom:  
the floor will be uplifted  
sub-surface rescreeded, etc  
new floor laid  
And how the timing works alongside the kitchen rip out and refit

viii. Completion of a declaration of interest by Cllr Fothergill regarding one of the fitting quotes.

Once the above conditions are met, hall users who have bookings during that period will be contacted by the Chair and advised the hall is out of use as soon as possible, ideally Tuesday 26th November.

Provided these conditions could be met it was proposed by Cllr Harker and seconded by Cllr A Evans that quotes highlighted in red above totalling £7,115.46 are accepted and that the hall would close on Monday 9th December to users to allow the kitchen refurbishment to commence.

**AGREED**

**12. Hire Payment to Village hall**

The Community Halls Adviser had previously advised that the Parish Council should to pay per booking rather than a flat annual rate as in previous years. Extra bookings such as the Open Day, Local Plan meetings etc have already been paid as separate bookings. It was agreed and added to the cheque list that the sum of £300 (2.5 hours average x £10 an hour) would be paid into the existing Village Hall account for 2019.

**AGREED**

**13. Finance:**

The Council's overall financial position was noted and it was proposed that cheques totalling £1,964.46 presented on the cheque list be paid.

**ALL IN FAVOUR**

**14. Honour Board**

Cllr Harker raised with Members the idea of recognising people who have played a significant role in the village, thus recording history and recognising community involvement. After discussion the Council agreed that Cllr Harker would explore costs of such a board and to come back to the December meeting with costs and further information.

**NOTED**

**15. Any other business**

**a. Clerk Position** - Cllr A Evans to distribute details of the recruitment process including proposed wording for advertisement and job description. Clerk to prepare detailed handover notes to send to the Chair and Vice Chair on 25.11.19.

**b. Brands Hatch fireworks display** - Cllr Fothergill is asked to request Brands Hatch, as PC liaison, to

thank them for the warning placed on telegraph poles for the event held on Sunday 3<sup>rd</sup> November, but to request them to now be removed.

**16. Open Forum for Councillors to raise matters to be placed on future agendas:**

- a. Plans for Parish in Bloom to be discussed in January - Cllr Fothergill to prepare
- b. Outline budget for 2020/21 to be prepared for January meeting - Chair to prepare (in absence of clerk)

**17. Clerk to contact and inform Electoral Services at SDC of Cllr Pearsall's resignation, to begin the process of replacement.**

**18. Proposed dates for the Year 2019/20**

Parish Council Meeting Thursday 19th December 2019  
Parish Council Meeting Thursday 16<sup>th</sup> January 2020  
Parish Council Meeting Thursday 20<sup>th</sup> February 2020  
Parish Council Meeting Thursday 19<sup>th</sup> March 2020  
Annual Parish Council Meeting Thursday 16<sup>th</sup> April 2020  
AGM village Hall - TBC

Meeting closed at 9.55pm