

# **ANNUAL PARISH COUNCIL MEETING OF FAWKHAM PARISH COUNCIL**

**THURSDAY 16<sup>th</sup> May 2019**

**starts at 7pm**

**VENUE:  
FAWKHAM VILLAGE HALL  
VALLEY ROAD  
FAWKHAM  
KENT  
DA3 8NA**

## **Fire safety in the Village Hall**

The village hall does not have a fire alarm system, in the event of a fire or other hazard requiring rapid exit of the building please use either the main entrance or one of the emergency exits. The emergency exits are located at the end of the main Hall nearest to Valley Road end (furthest from the main entrance) and in the kitchen at the rear/left of the building. Please make your way to the far side of the village Hall car park, furthest away from the building. The Clerk will advise if and when it is safe to return to the building

**FAWKHAM PARISH COUNCIL**

I hereby summon you to attend the ANNUAL Parish Council Meeting of Fawkam Parish Council to be held at Fawkam Village Hall, Valley Road Fawkam commencing after the Annual Meeting to be held on **Thursday 16<sup>th</sup> May 2019 at 7pm** to transact the following business.

Clerk to the Council.  
Lynda Harrison

Members of the Parish Council:  
Cllr M Pearsall (Chairman), Cllr Duncan Harker, Cllr A Evans, Cllr Laura Evans and Cllr Maxine Fothergill.

**Planning Agenda**

**Planning: No plans have been received at the of publication of the agenda**

**Parish Council Meeting  
Agenda**

**1. Apologies for Absence**

**2. Election of Chairman for the Municipal Year 2019/20**

The elected Chairman will sign acceptance of that office.

**3. Election of Vice-Chairman for the Municipal Year 2019/20**

The elected Vice-Chairman will sign acceptance of that office

**4. Acceptance of Office:**

Members to complete their acceptance of office form that is duly signed by the Clerk

**5. Members of the Public:**

The Councils meetings are open to the public, however only the first half hour is given for Members of the public to partake and raise anything matters. Prior to the full council meeting there are no further opportunities for members of the public to speak during the full Parish Council meeting. At the end of the agenda items the public will be asked to leave as the council will be discussing confidential matters.

**6. Declarations of Interest:**

Councillors to make any declarations that may be required by virtue of the Parish Council's adopted Code of Conduct.  
Councillors to complete their declarations of interest.

**7. Approved Minutes:**

To approve as a correct record the MINUTES of the Parish Council Meeting held on 18<sup>th</sup> April 2019, as attached.

**8. Matters arising:**

Matters arising relating to the minutes.

**9. Committee and Sub-Committee Structures for 2019/20**

To consider establishing the following committees should a separate meeting need to be called  
(a) Planning Committee - All Members

**10. Appointment of Parish Council Representatives on "Outside Bodies"**

**(a) Village Hall Management Committee:**

The Village Hall Management Committee invites the Parish Council to nominate up to two representatives. This is an agenda item later in the meeting and can be discussed then.

**(b) Brands Hatch Liaison Group:**

Motor Sport Vision invites the Parish Council to nominate one representative. The Clerk attends

**(d) Sevenoaks Committee of Campaign to Protect Rural England:**

The Parish Council to nominate one representative this is to attend on an as required basis

**(e) Church Liaison Committee:**

The ecclesiastical Parish of Fawkham and Hartley invites the Parish Council to nominate one representative

**11. Annual Review of Council Procedures****(a) Standing Orders and Financial Regulations.**

Cllr A Evans has asked for the following to be considered. For the standing orders

**Amendment of existing standing orders****Purpose**

The purpose of this paper is to detail and gain agreement for the proposed amendments to the existing standing orders. A copy of the current standing orders is attached. Wherever an amendment is proposed I will suggest where it should be placed in the existing standing orders.

**Rationale**

Earlier in the year the Parish Council decided certain ways of working should be introduced. These were never recorded in the standing orders. This means that the current standing orders are out of date. As we commence a new term of the Parish Council it seems a good time to amend the standing orders to reflect the way that the Council has agreed to work. When amending the standing orders, it did become apparent that there were a couple of other sections that should be amended.

**Proposed amendments**

**Section 3 w.** A meeting shall be held monthly provided it is quorate regardless of the quantity of business on the agenda.

**Section 3 x.** If agenda items adhere to the guidelines (as outlined in the standing orders) and are not discriminatory they should be included on the meeting agenda.

**Section 6 b.** The number of days should be reduced from 7 to 3 days.

**Section 9 b.** The number of days should be changed from 14 to 7 days as this is currently what is done.

**Section 12 a.** Draft minutes to be circulated within 7 days of the meeting. Any inaccuracies to be flagged by email to all members within 7 days of receipt. Any corrections agreed to be made ahead of the subsequent meeting, so final minutes should be able to be confirmed by resolution at that meeting. Final minutes to be published on the Parish website within 7 days of agreement.

**Section 19.** Since the standing orders were last amended in 2014 the Parish Council in 2016 adopted 4 employment policies (Appraisals, Grievance, Disciplinary and Dignity at work). They need to be included into this part of the standing orders.

**Section 19 c.** Amend wording to read the Chair and one other councillor in regards to conducting performance reviews.

**Action required**

Please read the suggested amendments in conjunction with the standing orders and be prepared to discuss at the forthcoming meeting.

**(b) Risk Register:**

The Parish Council's risk register was last reviewed and adopted in April 2018.

**(c) Data Protection:**

This is required to report annually any breaches in Data Protection: 2018/19 there were no breaches.

**(d) Insurance:**

Insurance Cover the Parish Council renewed its insurance policy in April 2019 and is currently in the third year of a three-year contract with AON.

**(e) Asset Register:**

The asset register is up to date and published on the Parish Council's website.

**12. Annual Review of donations to charities:**

Last year the Council made one donation of £50 to the Royal British Legion for the wreath. Also a contribution of £300 to the Village hall for the use of the hall. Parish Council also made a Contribution of 125.00 to a dementia awareness day that was jointly funded and open for all residents to attend in West Kingsdown and Fawkham

**13. War Memorial**

The Clerk has been maintaining the war memorial following a local resident who stepped down from doing this and no replacement could be found.

#### 14. Correspondence:

##### KCC Mineral and waste consultation

**Kent Minerals and Waste Local Plan 2013-30**

**Kent Mineral Sites Plan**

**Early Partial Review to the Kent Minerals and Waste Local Plan**

This has been received for the above Local Plan projects.

Following the Regulation 19 Pre-submission consultation earlier this year, both Plans have now been submitted to the Planning Inspectorate. Please refer to the attached notice for further information.

Should you have any queries, please do not hesitate to contact a member of the Minerals and Waste Planning Policy Team on 03000 422370 or at [mwlp@kent.gov.uk](mailto:mwlp@kent.gov.uk).

##### A. St Marys Church Fete Advertising board

Members are to consider request for the possibility of a publicity board being displayed at Fawkham Village Hall regarding the forthcoming Parish of Fawkham & Hartley summer fete the fete takes place on Saturday 8<sup>th</sup> June. Ahead of this date the board would be provided and erected. The Parish Council has kindly agreed to such publicity boards being displayed at the hall over the past few years and, naturally, it is hoped we can have the council's agreement once again this year.

##### B. Swanley proposed development:

All parishes have been emailed details of an appeal against Sevenoaks District Council's decision to refuse planning permission to redevelop Swanley Centre will take place in June.

The owners of Swanley Centre, U+I, lodged a planning application in 2017 to demolish the existing centre and replace it with seven tower blocks ranging from three to 11 stories high providing 303 new homes and 4,318 square metres of commercial and retail space.

Sevenoaks District Council's Development Control Committee had concerns about car parking arrangements, the height, scale and bulk of the proposals, believing they were out-of-keeping with the area, and that no affordable housing was included. The Committee refused the application on 16 November 2017. The following April, U+I appealed against the decision to the Government's Planning Inspector.

The appeal will take the form of a public inquiry at the Alexandra Suite, St Mary's Road, Swanley BR8 7BU from 10am on Tuesday 4 June until Friday 7 June 2019. The inquiry will include an evening session on Wednesday 5 June 2019 from 6.30pm. Proceedings are open to the public.

The appeal documents can be viewed at Sevenoaks District Council offices and online at [www.sevenoaks.gov.uk](http://www.sevenoaks.gov.uk) by searching for planning application 17/02279.

Further information about planning appeals can be viewed at [www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal](http://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal)

After the appeal has taken place, the decision will be published on the Planning Inspectorate's website <https://acp.planninginspectorate.gov.uk>

Residents and Parish council are welcome to respond on the above link.

#### 15. Local plan update:

Proposed by Cllr L Evans

Communication to 'round robin' group: Propose that an email is sent with a brief update on the Local Plan that also asks for consent for email address to be added to a FPC email distribution list for occasional updates on issues affecting Fawkham, i.e. beyond the Local Plan. This would include topics such as the survey outcome and actions taken as a result. We also need to update the wording on the website about email communications.

**PROPOSED ACTION REQUIRED:** Local Plan update and future communications

*"Dear all*

*This update is to let you know the latest on the Sevenoaks Local Plan and also to seek your consent to receive future occasional emails from Fawkham Parish Council.*

### **Local Plan Update**

Sevenoaks District Council (SDC) submitted the Local Plan on April 30 to the Planning Inspectorate for independent examination. The examination is likely to take place in around six months time, due to the volume of Local Plans currently being submitted.

There are two sites in Fawkham, ST2-52 Fawkham Business Park and ST2-53 Grange Park Farm, subject to approval of the Plan by the Planning Inspector. SDC documents state these contain 31 and 32 houses respectively, expected to be delivered in 3-4 years, and that applications are being prepared for these sites. We will, of course, let you know as soon as we receive any further information. There is also existing planning permission for a 52-bed dementia care home at Salts Farm, and that site appears to be currently being marketed for sale. MX52/53, Corinthians and Banckside, is not included although the developer's representation that it should be has been submitted to the Inspector along with all other comments.

### **Future Communications - YOUR ACTION IS REQUIRED**

Fawkham Parish Council would like to send you occasional emails about other issues affecting our village, such as the outcome of the recent survey and the actions that are being planned as a result. To do this, we need your explicit consent under the terms of the GDPR. If you would like to receive these emails:

- please reply to this email saying "yes, please opt me in to receive occasional emails from Fawkham Parish Council".

Your email address will not be used for any other purpose, nor shared with any other organisation. You may unsubscribe at any time by sending us an email asking us to remove your email address.

If you are aware of neighbours who do not use email, please ask them to contact us by telephone on 01474 852686 and we can arrange for a paper copy of future communications to be sent to them.

You may also like to know that a Fawkham Community Facebook Group exists which includes information about road closures and local events. You can request to join it here: <https://www.facebook.com/groups/667188993676293/about/>

### **16. Village Hall report:**

- (a) Update received from the treasurer and Chairman of the Village Hall.
- (b) Update regarding the running of the Management Committee as all Trustees are hoping to retire. Cllr Harker to give an update having attended the AG of the Hall on Thursday 9<sup>th</sup> May and is the elected representative on the Village Hall Committee

### **17. Action plan:**

To review the action plan and agree which items were current – Action plan attached for members

### **18. Website:**

Review of Current website and Councilor input Members are also to consider that as Mr Moss who currently manages the website however is stepping down in the near future as a Trustee of the hall whether this still is maintained by him or is maintained by the Parish Council?

### **19. Finance - Expenditure and Income:** Details to be tabled.

#### **Accounts:**

The Accounts are still with Karin Diamond our auditor and once returned will be sent to Little John who are the external auditors

### **20. Open Forum for Councillors to raise matters to be placed on the next agenda:**

Members are asked to consider agenda items for the next meeting. The details of the agenda item will be sent to the Clerk by the Thursday ( one week ) before the published meeting. Late details will cannot guarantee inclusion on the proposed agenda.

### **21. Proposed dates for the Year to be agreed for 2019/20**

Parish Council Meeting on Thursday 20<sup>th</sup> June 2019  
 Parish Council Meeting Thursday 18th July 2019  
 Parish Council Meeting Thursday 15th August 2019

Parish Council Meeting Thursday 19th September 2019  
Parish Council Meeting Thursday 17<sup>th</sup> October 2018  
Parish Council Meeting Thursday 21st November 2018  
Parish Council Meeting Thursday 19th December 2018  
Parish Council Meeting Thursday 16<sup>th</sup> January 2020  
Parish Council Meeting Thursday 20th February 2020  
Parish Council Meeting Thursday 19th March 2020  
Parish Council Meeting Thursday 16<sup>th</sup> April 2020