



FAWKHAM PARISH COUNCIL

Minutes of the Annual Council Meeting of Fawkham Parish Council held at Fawkham Village Hall, on Thursday 9th May 2024 at 7.30pm to transact the following business.

Grace Champion
Clerk to Fawkham Parish Council

Members of the Parish Council:

Cllr Laura Evans (Chair), Cllr Will Johnstone, Cllr James Cherry, Cllr Lucie Sleeman and Cllr D Mansfield.

Annual Council Meeting Agenda

1. Election of Chair for the Municipal Year 2024/25

The elected Chair will sign acceptance of that office.

Resolved: Cllr L. Evans was nominated by Cllr L Sleeman, seconded by Cllr J Cherry. There were no further nominations. Cllr L. Evans accepted the position of Chair and signed the acceptance of office.

2. Election of Vice-Chair for the Municipal Year 2024/25

The elected Vice-Chair will sign acceptance of that office.

Resolved: Cllr L. Evans nominated Cllr J Cherry, seconded by Cllr L Sleeman. There were no further nominations. Cllr Cherry accepted the position of Vice-Chair and signed the acceptance of office.

3. Disclosable Pecuniary Interests: All Councillors to confirm their forms remain up to date.

Noted: Cllr Sleeman informed the PC that her address had changed and she would update her form accordingly.

4. Apologies for Absence.

Cllr D Mansfield (holiday).

5. Declarations of Interest for items relating to the Agenda:

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

Noted: Cllr Evans declared an interest in a planning enforcement case due to it being a neighbouring property.

6. Members of the Public:

The Council's meetings are open to the public, however, only the first half hour is given for members of the public to raise any matters and partake in discussions. 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 if the council will be discussing confidential matters.

Noted: 2 members of public were in attendance. One wanted to raise "the state of Valley Road". The Chair noted FPC's HIP and that we are chasing for feedback on this. The other MOP queried if there was any update on the Mussenden Lane planning enforcement cases. The Chair notified them of the latest update from planning enforcement.

7. **Annual Review of FPC Policies: Proposed:** To review, amend if required, and accept the following documents for the year 2024/25:

- Standing Orders
Agreed: small amendments to clause 18a and 18c noted and agreed by all.
- Financial Regulations
Agreed small amendments noted to clauses 11b and 11hand agreed by all.

- Risk Assessment
Agreed The Chair noted small changes needed to update the information of HR Policies and the contact details for the defibrillator section. The Clerk agreed to update these.
- Asset Register
Agreed: It was agreed that the Asset Register would be signed of at June's meeting due to a small number of items awaiting inspection.
- Code of Conduct
- Document Retention Policy
- Social Media Policy
- Information and Data Protection Policy
Proposed: Data Protection and Freedom of Information Act. To review the procedure/s and requests made.
Resolved: The Clerk confirmed that the PC had not received or been informed of any requests or breaches in relation to the above.
- Equality & Diversity Policy
- Antibullying & Harassment Policy
- Grievance Policy
- Disciplinary Policy
- Complaints Procedure
- Publication Scheme
- Delegated Authority to the Clerk
Noted: It was noted that the Clerk attended the compulsory planning training.
Agreed: all other policies above were noted and adopted for the forthcoming year.

8. Annual review and approval of yearly subscriptions:

- CPRE
- KALC

Agreed: all were in agreement for the above yearly subscriptions to continue.

9. **FPC Insurance Renewal: Proposed:** to agree the renewal of the FPC's insurance with BHIB which renews on 01 June 2024 at a total cost of £427.91.

Resolved: All Councillors were in agreement to authorise this payment once the following had been clarified: is a discount available; does the hall's insurance cover the CCTV; and are the defibrillators covered? The population of Fawkham is now slightly over the stated 500 so the insurers to be advised of this to ascertain whether it will effect the premium. Playground coverage not needed so remove.

10. Outside bodies and arrangements

Proposed: To appoint Parish Council Representatives to outside bodies and arrangements for reporting back:

- Brands Hatch Liaison Group - one
- CPRE - one
- Church liaison – one

Resolved: The representatives were appointed as follows:

- Brands Hatch Liaison Group – a resident present at the meeting agreed to continue to attend these and report back to FPC.
- CPRE – Cllr Evans.
- Church liaison – Cllr Sleeman.

11. Planning applications:

- **SE/24/00845/DETAIL** - Former Depot North of Salts Farm Fawkham Road Fawkham Kent DA3 7BJ - Approval of Details. Details pursuant to condition 6 (external lighting) of 22/03424/REM. **Consultation deadline: not available.**

Noted: A discussion took place and it was agreed that FPC would object to the application. An assurance of no road lighting had been noted previously and this application goes against this. FPC to note why they do not feel lighting is required at this site.

- Land To The Rear Of Hurstgrove, Castle Hill, Hartley, Longfield Kent DA3 7BQ;

- **SE/24/00609/DETAIL** - Details pursuant to condition 6 (surface water drainage) of 22/00666/FUL. **Responded via Delegated Authority to the Clerk on 22 April 2024. No objection was lodged but FPC noted** that within the “Response to EA” document, the statement by the engineer for ABP in response to EA query 2 that the site "has historically only ever been used as a domestic back garden" is incorrect as the site was formerly used to rear koi carp fish on a commercial basis. This is noted in the applicant’s Planning Statement for 22/00666/FUL.
- **SE/24/00881/DETAIL** - Details pursuant to condition 7 (archaeological watching brief) of 22/00666/FUL. **No comment made.**
- **SE/24/00882/DETAIL** - Details pursuant to condition 8 (green roof) of 22/00666/FUL. **No comment made.**

12. Planning updates:

- **23/01927/FUL - Gay Dawn Farm Pennis Lane Fawkham:** Demolition of one barn and the part-demolition and conversion of three barns to form nine self-contained dwellings with associated parking, private gardens and landscaping. **GRANTED**
- Former Depot North of **Salts Farm** Fawkham Road Fawkham Kent DA3 7BJ:
 - 24/00259/DETAIL - Approval of Details. Details pursuant to condition 6 (external lighting) of 22/03424/REM. **REFUSED**
 - 24/00280/DETAIL - Approval of Details. Details pursuant of condition 8 (Scheme for the delivery and management of all on-site communal and visitor parking spaces) of 22/03424/REM. **GRANTED**

Noted: All planning updates were noted.

13. **Approve Minutes: Proposed:** To approve as a correct record the minutes of the Parish Council Meeting held on Thursday 4th April 2024, as attached.

Resolved: It was proposed through the Chair that the minutes be approved and signed by the Chair, seconded by Cllr Johnstone.

14. Matters arising relating to the Minutes, not on this agenda.

Noted: Two registrations of interest had been received by the Clerk for Salts Farm.

Noted: The Chair noted that KCC’s response to the HIP had been chased but no update as of yet.

Noted: Artificial lights at Brandshatch – no update.

Noted: DDay – As previously suggested, it was hoped that the church and Fawkham Primary School will get involved via the bell ringing and poem reading. Cllr Sleeman agreed to speak with the church and the school to arrange this.

Noted: Cllr Johnstone reported that he had fixed the fence along the school path.

Noted: It was noted that the rubbish at the side of the hall had been removed. It was agreed that the two compost bins that were not being used at the hall should be advertised for free on Facebook.

15. Finance Approval

Expenditure and Income - details to be tabled.

Approval of cheques and payments

Payment list summary 9 May 2024			
Date	Payee/For	Budget taken from	Amount
04/04/24	RH Gardening - Inv 050	grounds maintenance (inc Small Grains)	£750.00

04/04/24	RH Gardening - Inv 076	grounds maintenance (inc Small Grains)	£230.00
04/04/24	KALC Annual Subscription	KALC + CPRE mem, Ins fees, Audit & ICO fees	£352.06
04/04/24	Clerk HMRC Tax & NI payment	salary/TAX/NI	£109.00
04/04/24	Clerk Salary MAY - G. Champion	salary/TAX/NI	£436.87
04/04/24	Ink subscription	Stationery	£4.49
	Fawkham Village Hall - Annual Hall hire invoice	Hall Hire	£288.00
04/04/24	LSI Interiors INV 2612 - FVH Structural Repair Works - Final payment relating to estimate	CIL expenditure	£7,440.00
	Total		£9610.42

Resolved: It was agreed to approve the payments listed in the schedule above.

16. **CIL:** Review of quotes received and prioritisation of CIL ideas.

Agreed: It was agreed to move this item on the agenda until after the Neighbourhood Plan and Small Grains had both been discussed, as these items will impact on the CIL spending. **Noted:** The amount of CIL currently in the account was noted. It was agreed that further prioritisation of CIL would be made once the Councillors had more of an understanding on how much the projects will cost.

17. **Neighbourhood Plan:** to note an update on progress and next steps.

Noted: The Chair noted that the final consultation stage for the neighbourhood plan was fast approaching and that this would consist of a short survey with one question, with the consultation managed by SDC and running from 7th June until 19th July. There will be a stall at Fawkham Church Fete on 22 June advertising the consultation process and providing residents with an opportunity to ask any further questions on the plan. We are now awaiting SDC to confirm the Examiner. It was noted that the surveys could be completed online or on paper and that paper copies would be available at the church fete.

Agreed: Terms of Reference – renewal of members of the Steering Group. All councillors were happy with the current members to continue to be a part of the Neighbourhood Plan Steering Group.

18. **Small Grains:** update and discussion/agreement of next steps

Noted: Fencing and West Kent properties. It was agreed that FPC would ask the Dst Cllrs to chase this item as no further responses had been received.

Noted: Car parking – still awaiting the asset review from SDC to be able to move forward in this area. The Chair and DCllr Malone have met to discuss how to try to progress this with SDC: the proposal has now been flagged with the Cleaner and Greener Portfolio Holder and with the Finance and Investment Portfolio Holder. **Noted:** the Chair noted that a site assessment of Small Grains was being prepared as part of the Neighbourhood Plan evidence base covering the need for car parking provision, availability of the land and deliverability. The Chair has met with two construction companies on site to obtain a rough ball park figure of how much this project could cost.

19. **Chair and Councillors reports:**

To note any items not listed on the agenda.

Noted: The Chair provided an update on the KCC Warden position following a meeting with other local parishes. All parishes were in agreement in principle with funding option one and KCC are now preparing a draft contract which would be a 3 year contract (to be signed before September). The split of time in each parish is not documented but it is rare for the Warden to come to Fawkham with contact being more ad hoc contact with vulnerable people/referrals from GPs. All councillors agreed that a fair way to split this cost would be using SDC's tax base figures used for precept setting, as these are in proportion to the number of dwellings in each Parish. The Chair agreed to share her calculations using this method with the other neighbouring parishes ahead of the meeting cross-Parish meeting which is expected to be held later this month.

Noted: The Chair noted that she attended Ash's APM after receiving an invitation from their Chair.

Noted: Cllr J Cherry noted a meeting that himself and Cllr D Mansfield attended at London Golf Club. Cllr Cherry said it was exciting and interesting to see the project ideas and that expanding the facilities they have could set them up to host Ryder Cup competitions. It was agreed that the Clerk would check with Ash PC if they had any papers that could be shared to the Fawkham Facebook Group.

Noted: the Chair noted that the "Field edge near Fawkham" may have its local wildlife site status removed due to the rare arable weed not being seen at the site for some time. The Chair noted that it had been seen in 2021. It was noted that this decision was being delayed by SDC for a further year to see if it is observed again, with DCllr Malone supporting this decision.

Noted: Chimmens solar farm - it was noted that a request by the solar company for a further meeting was declined at this time as the issue to be discussed were the same as those discussed in the previous meeting.

Noted: The Chair reported that a landowner proposal seeking support for the development of a mixed use a greenfield site in Longfield had been sent to her via our KCC member.

Noted: The declining of FPC's request for a TPO for Woodlands Park and the submission of further evidence in support of a further request was noted.

Noted: The monitoring of overuse of the Fawkham Community Facebook Group by businesses, especially those not located with the Parish, was noted.

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 cannot guarantee inclusion on the proposed agenda.

21. Agreement of dates, time and place for meetings for the forthcoming year 2023/2024:

Dates to be agreed:

6 June 2024

4 July 2024

1 August 2024

5 September 2024

3 October 2024

7 November 2024

5 December 2024

2 January 2025

Agreed: to be moved to following week.

6 February 2025

6 March 2025

6 April 2025

22. Confidential Item - Planning Enforcement:

Proposed: to review, update and agree actions for cases.

Resolved: A number of items were discussed and actions agreed.

Meeting closed 21:38.