

Tunstall Parish Council

Minutes of the Meeting of the Parish Council held on Monday 2 December 2019 in the Committee Room, Tunstall Village Hall Tunstall.

Present: Cllr Mavis Hibben (Chair), Cllr Lee Burgess, Cllr Susanne Earl, Cllr Vivien Rich, Cllr Louisa Roberts and Cllr Sarah Stephen; and Mrs W Licence (Clerk).

Also present was one member of the public.

Cllr Hibben welcomed everyone to the meeting and made everyone present aware of the emergency evacuation procedure.

1. COUNCILLOR VACANCY

Cllr Hibben reported that there had been no applications and hoped that the Christmas Tea would bring interest.

2. APOLOGIES FOR ABSENCE

All Members were present.

Apologies had been received from County Councillors Andrew Bowles and John Wright (at another meeting), and Ward Members Monique Bonney and Paul Stephen.

3. DECLARATIONS OF INTEREST

Cllr Roberts declared a pecuniary interest in item 11.ii as she is a close friend of one the tenderers.

4. MINUTES OF THE EXTRAORDINARY MEETING OF THE PARISH COUNCIL HELD ON 25 NOVEMBER 2019

Cllr Burgess **PROPOSED** to accept the minutes; **SECONDED** by Cllr Roberts: **AGREED UNANIMOUSLY**. Cllr Hibben duly signed the minutes as a true record of the meeting.

5. MATTERS ARISING FROM THE MINUTES

Village sign

The Clerk reported that she had not received anything from Paul Brand, KCC Highways, since the 13 November even though a request for an update for the Council meeting was requested. Cllr Hibben said that after waiting for twelve months for a site visit and sending regular emails, KCC Highways will not come out. Requests for information were made by KCC Highways and this had been provided. Councillors agreed that if there was no resolution, a formal complaint would be lodged.

ACTION: Clerk to lodge formal complaint to KCC Highways.

Remembrance Sunday

Cllr Hibben reported the event went well and many compliments had been received. There was even a fly past at the time. Several parishioners said they hoped it would become an annual event. There may need to be an Events Committee to facilitate this.

Christmas Tree Festival

Cllr Earl reported the tree was ready to be taken to the Church.

ACTION: Clerk to advise details of the Festival set up.

Litter bin collection

Cllr Hibben reported that there was still no schedule as to when the litter bins are emptied.

ACTION: Clerk to chase.

War Memorial

Cllr Rich said there needs to be a meeting with the vicar to discuss the matter.

ACTION: Councillors to meet with the vicar in January and item for February Council meeting.

6. PUBLIC QUESTION TIME

No matters were raised.

7. VISITORS

Borough Councillors

SBCllr S Stephen reported that Swale Borough Council is currently scrutinising expenditure and setting the budget for 2020-21. Due to the forthcoming General Election there is nothing to report.

8. SPEED WATCH

Cllr Hibben reported the year-end report has been received. There are now only two Speed Watch teams instead of three. The teams undertook thirteen out of fourteen sessions at two sites during the season (April -October inclusive), one had to be cancelled due to the weather. During those sessions, one hundred and twenty-six vehicles were recorded exceeding the permitted speed limit. The equipment is safely stored as Bredgar Parish Council have stopped activities for the year too.

Cllr Hibben thanked Mr Cook and the Speed Watch Teams for their sterling work.

9. PLANNING

i. Ref: 19/505754/FULL

Address: Blackthorn Tunstall Road Tunstall Sittingbourne Kent ME10 1YG

Proposal: Erection of a part single storey, part two storey rear extension, insertion of 3no. rooflights and creation of a side dormer.

Councillors considered the proposal and had no comments to make save that neighbours' comments be taken into account.

ii. Any other planning matter

Cllr Roberts said that she had looked at recent planning applications and things which the Parish Council were not highlighting as issues are being refused. Things like openness of the street scene; being built too close to boundaries or bulking out of properties; the mass of the proposal. Swale Borough Council does give pre-planning advice although there is a fee for this. Also, the Swale Borough Council Conservation Officer can be consulted although this is a long process.

Cllr Rich said this could be included in the next Newsletter so that residents are aware of the advice available.

i. Ref: 19/505319/FULL Address: 34 Park Drive Sittingbourne Kent ME10 1RW

Proposal: Single storey rear extension.

Cllr Hibben reported that this application has been permitted

ii. Ref: 19/505384/LBC Address: The Oast Tunstall Road Tunstall Sittingbourne ME9 8DX

Proposal: Listed Building Consent for the proposed erection of an oak framed garden room extension to rear elevation.

Ref: 19/505383/FULL

Proposal: Erection of an oak framed garden room extension to rear elevation.

Cllr Hibben said a decision is yet to be made.

iii. Ref: 19/505364/FULL Address: 95 Sterling Road Tunstall Sittingbourne ME10 1SW
Proposal: Demolition of existing garage and conservatory. Erection of single storey side and rear extension.

Cllr Hibben informed Members that a decision is yet to be made.

iv. Ref: 19/505366/NMAMD

Address: 15 Sterling Road Tunstall ME10 1SJ

Proposal: Non Material Amendment - Reduction in roof above front entrance. Subject to 17/503709/FULL

Cllr Hibben said the application has been permitted.

v. Ref: 19/505320/FULL

Address: 1 School View Tunstall Road Tunstall Sittingbourne Kent ME9 8DX

Proposal: Single storey rear/side extension with car port.

Cllr Hibben said a decision is yet to be made.

iii. To consider forming a Planning Committee

Cllr Hibben said last month an Extraordinary Meeting of the Parish Council was held to consider planning applications which needed a response before the next Full Council meeting. It has been suggested that there could be a Planning Committee which will need at least three Members and three in attendance to be quorate.

IT WAS AGREED not to form a Planning Committee but that an Extraordinary Parish Council Meeting be called if necessary.

Local Plan Meeting

Cllr Hibben reported that Highsted Park was discussed at the last Swale Borough Council Local Plan Meeting, originally it was for 11,500 houses but now Quinn Estates have said 8,000; there needs to be clarification of numbers.

Cllr Stephen said there has been no formal planning application.

Cllr Roberts said the Peter Brett Associates report has lots of details in it.

Cllr Rich said the red line has moved closer to Grove End Farm.

Cllr Roberts said that when there was a proposal of 11,500 houses there was a forty-page document on the swale website but now there is only the Peter Brett Associates document. Swale Borough Council may have further information and under the Freedom of Information Act the Parish Council should be able to have access to the information given to Peter Brett Associates.

ACTION: Clerk to request information.

Cllr Roberts reported the Local Plan Meeting discussed flood risk in Swale especially as the Borough is estuarised and coastal. The flood risk and landscape sensitivity with influence the Local Plan and the Strategic Housing Land Availability Assessment. Land owners are putting in land. Flood land at risk would not be considered. There is very little land available, excluding the Area of Outstanding Natural Beauty.

Cllr Roberts said the designations had not been changed significantly for Tunstall in the Landscape Sensitivity Assessment. However there had been an upgrade on the land sensitivity in one section and comments relating to the area around Doves Croft now omitted. Cllr Hibben said the Parish Council's representations on this had been excellent.

Cllr Roberts said the meeting with Anna Stonor, Senior Planner Swale Borough Council, was very productive. There were few responses to the Landscape Sensitivity Assessment.

Cllr Rich said she will raise this at the next KALC Swale Area Committee meeting and the importance of responses from Parish Councils.

Cllr Roberts said the document is difficult to read online and there were no hard copies at first.

Cllr Roberts said the Peter Brett report states there had been no objections from Kent Area of Outstanding Natural Beauty.

Cllr Hibben said there had been an amendment passed at the last Swale Planning Committee forum relating to the above statement which rectified in an accurate statement on the Peter

Brett report and the minutes. This amendment clarifies that the Kent Area of Outstanding Natural Beauty still objected strongly to the Highsted Park proposal.

10. FINANCE

Cheques raised and accounts

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|------|---------------------------|--|----------------|
| 1422 | Mrs M Hibben | Armistice expenses and Stationery | £72.80 |
| 1423 | Royal British Legion | Poppy wreath | £100.00 |
| 1424 | 13th Bromley Boys Brigade | Donation for Remembrance Sunday help | £50.00 |
| 1425 | Tunstall Evening WI | Donation for Remembrance Sunday help | £100.00 |
| 1426 | Tunstall PCC | Hire of Midwinter Room: Parish Council meeting | £20.00 |
| 1427 | Staff | Salary and expenses | £555.67 |
| 1428 | HMRC | PAYE | £152.10 |
| 1429 | J Johnson | Litter Picking October and November | £560.97 |
| 1430 | Swale Borough Council | Printing | £71.40 |
| 1431 | AE Barrows & Son | Christmas Tea | £460.00 |
| 1432 | Mrs M Hibben | Christmas Tea expenses | £80.87 |

Cllr Burgess **PROPOSED** the signing of the cheques; **SECONDED** by Cllr Roberts: **AGREED UNANIMOUSLY**.

Cllr Hibben said the Parish Council will set the budget in January and asked if there were any suggestions or requests for special projects.

Cllr Rich said that she would be willing to look at the finances.

ACTION: Clerk to circulate the finance spread sheets.

Cllr Stephen asked if the Parish Council wanted to get involved in the Swale 2020 Event.

Cllr Roberts said events are very resource intensive and there would need to be extra help to facilitate an event.

11. ADMINISTRATION

i. GDPR- Data Audit.

ACTION: Clerk to resend the Data Audit form.

ii. To consider website provision

The Clerk said the current website is not compliant with The Public Sector Bodies Web Accessibility Regulations 2018 and has to comply by September 2020.

Cllr Roberts left the room and took no part in the discussion.

Cllr Rich said Councillors should look at examples of Parish Council websites and make a decision in January.

Cllr Roberts returned to the meeting.

12. REVIEW OF MEETING VENUE

Cllr Hibben said that as the suitability of the venue had been raised at the Village Hall Users Forum and this had not been discussed by the Parish Council previously the matter now had to be raised at Full Council.

Cllr Burgess said there are two sites in the parish and there are pros and cons of using them. The Village Hall has a large car park and there is safety of access although the Committee Room is smaller although warmer but the gate needs to be locked which can be difficult. The Midwinter Room is larger and has better availability but it has a smaller car park across the road.

Cllr Stephen said that Parish Council should meet in the Village Hall.

ACTION: Clerk to ascertain when the main hall is available.

13. PARISH COUNCIL NEWSLETTER

Cllr Hibben said the next Newsletter will be produced in January and suggestions for headings and articles are needed.

Cllr Burgess said Remembrance Sunday, the Christmas Tea and the budget for 2020-21.

Cllr Stephen said the project in Sterling Road.

Cllr Hibben said the Friends of the King George V Playing Field could also be promoted.

Councillors **AGREED UNANIMOUSLY** to accept the quotation from the Print Room at Swale Borough Council to print the newsletter.

14. REPORTS FROM MEMBERS

Cllr Hibben said the Five Parishes Group will next meet on 29 January.

15. HIGHWAYS

i. To receive an update

Cllr Burgess reported that the tree growth in Sterling Road has been resolved. The flooding by the Village Hall has had work completed. The bollards at Coffin Pond have been programmed. The drainage issues in Ruins barn Road, Tunstall Road and Cromers Road are under investigation. The issues in Broad Oak Road are also under investigation.

ii. To consider diffusion tubes

Cllr Hibben said the Five Parishes Group are looking to install diffusion tubes to measure the air quality throughout the Parishes. Bredgar Parish Council and Bapchild parish Council have agreed to the scheme.

Cllr Rich said the timing is wrong because as soon as they are put up it will make people nervous and raises an air quality issue when selling houses, if you live in an Air Quality Management Area you have to declare it.

Cllr Stephen said it has not been a problem for people selling houses. The Council needs to be working as a team with the Five Parishes Group.

Cllr Roberts said there will be ten tubes between the five parishes and data will be collated by the University of Kent. It costs £10 per month per tube and will be funded by the Five Parish Group. It will give a baseline for air quality which can be compared in the future. There are potential peak times in the Parish for higher levels of pollution, especially idling cars outside the school and at peak times on Ruins Barn Road near the Science Park.

Cllr Hibben **PROPOSED** to have the Five Parishes Group diffusion tubes; **SECONDED** by Cllr Stephen: **3- FOR, 3- ABSTENTIONS: MOTION CARRIED** on the casting vote of the Chair.

16. ENVIRONMENT

Cllr Hibben reported the planters have been replanted and look good. There was an issue moving the planter by Coffin Pond to allow the memorial bench to be returned as the planter was sodden and too heavy to move.

ACTION: Clerk to inform the family that it has been impossible to move the planter due to the heavy rain and it will be attempted again in the drier weather.

Cllr Rich said one of the barrier baskets needs to be moved.

ACTION: Clerk to request contractor to move the basket and also ask if he is able to move the planter by Coffin Pond.

Cllr Hibben said the litter picker has suggested the litter picking could be carried out on fortnightly basis.

Councillors **AGREED UNANIMOUSLY** for the litter picking to be fortnightly and reviewed when necessary.

Cllr Hibben asked if an update should be requested from Lewis Monger, KCC Highways, Soft Landscape Team, regarding a date for the work in Sterling Road.

Cllr Rich said no date had been mentioned only that the work would be in February.

Cllr Roberts said the contractors will have a schedule and officers might not be able to rearrange this.

ITEM FOR JANUARY AGENDA

ii. Coffin Pond

DEFERRED TO JANUARY AGENDA

17. EVENTS

Cllr Hibben reported that ninety-six tickets have been issued for the Parish Council Christmas Tea and there are ten people on the waiting list. There has been very positive feedback from residents. Some people do not do anything at Christmas and are appreciative of the event. There has been an overwhelmingly positive response from residents who have said what a excellent job the Parish Council is doing organising the event as well as enhancing the environment with the litter picking and the planters.

The number of tickets was increased, with permission of the Village Hall, to ensure more people had the opportunity to attend. Due to increased costs, SBCllr Bonney has been approached for funding and SBCllr P Stephen and the church have also offered funding. The Village Hall Committee has generously given free hire of the hall. The budget is approximately £600 and £400 in grants has been promised. The live entertainment is also free. Two volunteers have come forward to make the teas. The School will send pupils to help.

This has been an enormous amount of work to facilitate the event and if such events are to continue there will need to be an events committee.

Cllr Burgess thanked Cllr Hibben for her sterling work in organising the event.

18. CORRESPONDENCE

1. 05.11.19: KALC SAC agenda and minutes
2. 06.11.19: SBC Draft Car Parking Standards Supplementary Planning Document

It was agreed to respond to the consultation

3. 08.11.19: Kent Police Rural Task Force report
4. 07.11.19: Invitation to KCC Parish Seminars
5. 11.11.19: KCC pothole data
6. 14.11.19: KCC Winter Ready Drainage Presentation
7. 15.11.19: KCC Consultations on the Proposed Modifications to the Minerals Sites Plan and on the Proposed Modifications to the Early Partial Review of the Kent Minerals and Waste Local Plan 2013-30

The data is not on the website, Clerk to ask KCCllr Bowles for data.

8. 15.11.19: County Councillor Andrew Bowles's Newsletter
9. 29.11.19: KCC pothole data
10. 29.11.19: KALC Newsletter

19. ANY OTHER MATTERS ARISING

Cllr Hibben said she had been invited to the school, on behalf of the Parish Council, to plant two saplings.

Cllr Rich said three Members had attended the school Armistice Day service and it was a very good event.

Cllr Hibben said the Council needs to request nominations for the KALC Community Awards to be considered at the January Meeting.

ACTION: Clerk to publicise.

Cllr Roberts said ArrivaClick has stopped, in some of the planning conditions at the Kent Science Park it states there would be a public bus service.

Cllr Stephen said ArrivaClick was a pilot in Sittingbourne and the service ceased about two weeks ago.

Cllr Hibben said the Budget 2020-21 meeting will be on 6 January and will start at 6.30pm prior to the Full Council meeting.

20. DATE OF NEXT MEETING

Monday 6 January, 2019, 7.30pm.

There being no further business, the meeting closed at 9.40pm

Signed as a true record of the meeting:

Chair

Date: 6 January 2019