



PARISH COUNCIL OF SANDHURST, KENT

Please reply to Julie Horan, Parish Clerk, Old School, Back Road, Sandhurst, Kent TN18 5JS 01580-850273

To : Members of Sandhurst Parish Council

I summon you to a meeting of Sandhurst Parish Council which will take place on **Tuesday, 11 February 2025 at 19.00 hrs** when the business detailed on this Agenda will be considered.

Members of the Public and the Press are welcome to attend this meeting.

At the Chairman's discretion, up to 15 minutes will be set aside for questions from members of the public, each one of whom may be invited to speak for a maximum of 3 minutes in total relating to items on the Agenda or about issues of local concern. They have the right and are welcome to stay and observe the rest of the Meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1. Please inform the Clerk if you wish to film or record the meeting.

Please contact the Clerk if you are unable to attend – Quorum for Council is 3 Members.

Julie Horan : Parish Clerk

05 February 2025

AGENDA

1.	Apologies for Absence As reported at the meeting.
2.	Declarations of Interest To receive Declarations of Interest on agenda items. Members are reminded that they must inform the Monitoring Officer of any changes to their Notification of Disclosable Pecuniary Interests.
3.	Approval of Minutes To resolve that the Minutes of the meeting of the Council held on 14 January 2025 are a true record of the meeting. The only issue relating to the minutes that can be discussed is their accuracy.
4.	Councillor Intervention
5.	Finance & Accounts Accounts: To approve accounts retrospectively for payment from 01 January 2025 to 31 January 2025 To receive details of receipts from 01 January 2025 to 31 January 2025 To note the bank reconciliation at 31 January 2025 Forecast: To review the forecast Telephone & Broadband: To discuss/approve changing the supplier.
6.	Annual Review of Documentation The following documents will be reviewed for approval at the March meeting: Financial Regulations Financial Risk Assessment

	Asset Register Standing Orders Statement on Internal Control
7.	Website
	Transferring the current PC website over to a .gov.uk domain name.
8.	OSH
	Rear Window & Buddleia: Email circulated received from Finchden.
9.	Playing Field/Pavilion/Car Park/Toilet Block
	Dog Waste Bins: Posts are required for the bins approved at the last meeting. Grass Protection matting: Old Orchard play area – CR. Boiler Replacement: Update on boiler replacement consultant (Pavilion) – DR. Toilet Block: Review ongoing costs and repairs due to vandalism.
10.	Speed Watch Report
	Report: – CR. New Equipment: Discuss replacement – CR.
11.	Allotments
	Rent: Update on outstanding allotment rent for 2024/25. Inspections: Approve the frequency of regular inspections and standard letter for plots not being kept in line with the tenancy agreement. Covering Plots: Discuss and approve the purchase of covers for the unused plots.
12.	Bench Lower Green
	To investigate the possibility of replacing the bench around the tree on the Lower Green.
13.	Climate Action
	To discuss whether Sandhurst PC declares a climate emergency. Request for funds (£50) for the Climate Action Group meeting.
14.	Neighbourhood Plan
	Update – KO.
15.	Sandhurst Village Archive
	Discuss the purchase of a fireproof filing cabinet with grant funding from the Amelia Centre.
16.	Planning
	There will be an opportunity for members of the public to speak for a maximum of 3 minutes before the planning applications are discussed. Please remember a parish council is a statutory consultee in the planning process but has no statutory powers - only the right to comment.
	APPLICATION NO: 25/00334/FULL PROPOSAL: Conversion of garage and infill of undercroft entrance area, amendments to existing windows and doors, addition of roof light to ground floor. Creation of external patio area with garden wall. ADDRESS: Swallowhill House, Bourne Lane, Sandhurst, Cranbrook, Kent, TN18 5NT COMMENTS DUE BY: 10 March 2025
17.	Correspondence to Clerk
18.	Public Intervention
	The Chair will allow 15 minutes for a public intervention at the appropriate point in the meeting if necessary.

	Date of Next Meeting
	<ul style="list-style-type: none">• 11 March 2025• 08 April 2025• 13 May 2025 – Annual Parish Council Meeting

Julie Horan
Clerk to Sandhurst Parish Council

CC: County Cllr Seán Holden
Borough Cllr Ellen Neville
Borough Cllr Tom Dawlings
Borough Cllr Beverley Palmer