

FAWKHAM PARISH COUNCIL

I hereby summon you to attend the Parish Council Meeting of Fawkam Parish Council to be held at Fawkham Village Hall, Valley Road Fawkham to be held on **Thursday 13th December 2018** to transact the following business.

Clerk to the Council.
Lynda Harrison

Members of the Parish Council: Cllr M Pearsall (Chairman), Cllr Mr S Gray, Cllr D Harker, Cllr Mrs L Evans and Cllr A Evans

1. Apologies for Absence:

2. Declarations of Interest for items relating to Agenda:

3. 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.

4. Planning:

SE18/03204/HOUSE: Greenacre, Valley Road: Erection of Garage to front of property: Comment sent 15/11/18

Notice of an Appeal:

APP/G2245/D/18/3213303 - SE/18/01648/HOUSE: 14 Fairview Fawkham Green Road:

The erection of a two-storey side extension: Notification has been received from SDC that the applicants have appealed against SDC refusal – The Parish Councils previous comments will, be taken into consideration

5. To approve:

As a correct record the MINUTES of the Parish Council Meeting held on 18th October 2018, as attached.

6. Matters Arising:

These are for matters arising from the minutes and actions agreed on at previous meeting.

7. Correspondence:

To be made available at the meeting.

8. Local plan update:

A letter received by Cllr A Evans from SDC is attached for Members reference:

- a. Appointment of new lead of the steering group.
- b. The PAC meeting outcome from 22/11 and the impact on Fawkham - go through development by development.
- c. Dependent on result of PAC meeting and next stage of consultation, what needs to be done:

- Representations/ letters submitted by FPC on the Fawkham sites, including why FPC agrees and supports the decision not to include MX52/53, if that remains the case. This would be submitted to the Inspector to help counter any representation that may be made by the developer

- Dates for public/extraordinary meetings: one held in Dec and one in Jan to inform parishioners of the PAC decision and the next steps, including Regulation 19 consultation period/process.

Local Plan recommendations for Fawkham which were made publicly available on Wednesday 14th November, but in summary: MX52/53 and HO51 (Eureka) are not recommended for inclusion; HO165 (Fawkham Business Park - 31 houses) and HO378 (Grange Park Farm - 32 houses) are recommended for inclusion. Salts Farm (c.30 houses) position remains unclear,

Full details found here: <https://cds.sevenoaks.gov.uk/mgChooseDocPack.aspx?ID=2316&J=1>

9. Village Hall report:

Update received from the treasurer and Chairman of the Village Hall.

9A. Village Hall Funding:

District Councillor Faye Parkin had corresponded that she had been awarded £2,500 towards the kitchen project, the Village Hall Committee were not willing to complete the form and provide bank details so the Clerk has requested from Cllr Parkin all the details so that it can be placed in the Parish council for the project. Information was still awaited.

9B. Village Hall:

Cllr Harker had asked about the Parish council being Members of the Village Hall Committee. The Hall is owned by the Parish council and in the past the council as run with a Village Hall Management Committee who are registered Charity in their own right as a management Committee, it's always been the case that onto the Hall Management Committee would be Chairman, Secretary, treasurer (as they have their own separate bank accounts to the council) booking Clerk and users of the hall are invited to be represented, and two Parish Councilors who sit as the Councils link between the FVHMC and FPC.

A Parish Council cannot be a registered charity.

9C. Village Hall Kitchen Project:

Now the roof work has been completed the next project that the Hall has been saving and has reserves for, is a new Kitchen.

A new cooker has already been ordered by the FVHMC from Money raised at Brands Hatch resident's day in 2016. FVHMC Members should discuss how to move the kitchen project forward. The FVHMC are holding the funds and it is claimed (although the Clerk hasn't been able to find the Minute) that the Parish Council. District Councilor F Parkin has claimed she has secured some funding from KCC but the management has stated they will not complete the form and receive the funds to add to their Kitchen fund. The Clerk has stepped in and Offered to complete the paperwork and has asked Cllr Parkin to pass over the information so that this can be completed and offered so that the funds are not lost. Cllr Parkin has not responded or passed over any information.

10. Hedge Along Boundary of Village Hall.**RH services have quoted as below**

Following the neighbours request to remove or trim back the hedges to the rear of the hall on the boundary of the neighbours the following quote has been received following a meeting with the contractor RH services. As follows

Quote for the tree/hedge removal work required at the rear of the Fawkham Village hall.

"It is our intention to cut the trees/hedge down to ground level and then treat with (SBK) which is a Brush Wood & Tree Stump killer. This is the section that runs directly behind the Village hall building.

The section of trees/hedge that runs to the left of the building (along that same boarder line) behind the fence panels will be cut down to the same height as the fence panels, which will allow us to maintain that height going forward, much more easily.

I expect this job to take us 2-3 days to complete and several trips to our Green Waste Disposal site near 'Longfield'. The cost of waste disposal is included in this quote " PRICE £1,580.00

The clerk has also met with SL Treecare and their quote is below .

"Privet to the rear side of Fawkham Village Hall Dismantle / Fell to near ground level Remove all arisings from site

Treat stumps with SBK to kill stumps (note, it doesn't always kill first time and may require a second treatment at further cost)

Note, to access the site, we will have to remove a section of fence and repair (Arris rail hanger or similar method) £545.00

Subtotal £545.00 VAT £109.00

Total £654.00

The Third company the Clerk met on site has not come forward with a quote.

11. Future of the Village Hall Management Committee from May 2019:

Do we advertise for people to run the village hall (like it's done at this moment in time) or do we look to run it "in house" within the group that makes up FPC?

The FVHMC have announced they are stepping down in May 2019, a new committee is usually formed at their AGM currently the two Members are James Hollands and Faye parkin as committee members and Cllr D Harker as the Councils link Members.

Both James Hollands and Cllr Harker have understandably said they don't have time to run the hall beyond their current village hall commitments.

Members will be asked to consider how the hall is run beyond May 2019

12. Open Spaces study 2016:

Cllr L Evans requested a copy the Clerk has confirmed that this response from Fawkham has not been located.

Cllr L Evans supplied the following link relating to the Open Spaces Study: The Open Space document can be found here: <https://cds.sevenoaks.gov.uk/documents/s36101/Appendix%206%20-%20Open%20Space%20Designations%20-%20November%202018.pdf?J=1>

13. Action plan/Project sheet:

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

Cllr A Evans has proposed the following for inclusion on the Projects/Action plan:

Village signs: there are a number of signs that need replacing in Fawkham. Rather than replace with the usual signs could we recommend something different. Other villages (not in SDC) i.e. Bean & Southfleet have wooden signs and a black metal sign. Could we go for something like that?

Floral Fawkham. It has been suggested by a local resident that we look at planting flowers around the village. This could be on the village greens and other suitable areas. In order to engender support, we could approach local residents to see if they would be willing to help. Given the demographic and nature of the local residents I think this would be a popular initiative.

Commercial signs advertising businesses. There are an increasing number of boards advertising business ventures. Some of the notices are on private land however some are on telegraph posts etc. Cllr A Evans, is seeking the councils view on this subject.

14. Grounds maintenance contract for 2018-19

- A. RH Services have provided a quote for the coming season for the Council to consider, and approve, as follows:
 Fawkham Village Hall, Valley Road, Fawkham, DA3 8NA. An additional quote from RH Services is awaited.
 This compares directly against the quote from Landscape Services.
 Grounds Maintenance Specification including car park areas – 2018/19

Trim hedges between car park and Valley Road to the north and south of the car park entrance, on all sides (road facing, car park facing and top). Total Length is 50m x 1.4m high x 1.0m depth.

Turn soil, remove weeds and trim plants as necessary on border to front 1 to 4 Six Acre Cottages - area is approx. 55m²

Trim hedges adjacent to footpath from school. Total length is 10m x 1.2m high average x 1.5m.

Trim hedges to front of Village Hall total length 24m x 0.7m high x 1m deep. This hedge is against the Village Hall wall therefore trimming is only needed to top and front.

Trim hedges around emergency exit at east side. Total length is 8m x 1.5m high x 1m deep.

If required, trim shrubbery to west and north of village hall building to ensure there is no encroachment upon building, guttering or roof.

Remove all cuttings and clippings from site and leave clean.

Maintain pathway between the village hall and the CE primary school, on each scheduled visit, including the grass, hedge and keeping the pathway leaf and debris free.

Frequency: four times per annum during growing season; mid-May, late June, August and October. Price per visit = £185 (increase of £10)

One additional visit during November to collect and remove fallen leaves from site. Price per occasion = £115 (increase of £5)

The Clerk has been given the authority to request an additional two cuts per season depending on weather conditions and for RH services to contact the clerk if is required.

Send email to Parish Clerk 24/48 hours prior to work being undertaken and upon completion of works on each occasion.

Send an email to the Parish Clerk if, during any of these works, anything is observed that is felt to require maintenance work to the village hall building (e.g. if damage to guttering is observed).

Please show clearly the implications of VAT on any invoices.

Please confirm that you still hold valid public liability insurance equivalent to that disclosed last year.

B. Landscape Services _ for ground contracts on open space owned by Parish Council.

Cut the grass in the area in front of the rising sun on 16 occasions between April and October £825.10

Cut Grass on the triangles of land at Castle Hill, Steep Hill, Valley Road, Gallows Wood and Rogers wood Road on 8 Occasions between April and October £412.60

Total of £1,237.70 + Vat

Members are asked to consider.

15. Website:

Review of Current website and Councilor input.

Attached paper from Cllr L Evans is for Members to consider.

16. Finance - Expenditure and Income:

Details to be tabled.

17. 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 detail of the agenda item will be sent to the Clerk at least two weeks before the published meeting. Late details will cannot guarantee inclusion on the proposed agenda.

18. Dates for the year 2018/19:

Parish Council Meeting Thursday 17th January 2019:

This will also be a finance meeting to set the precept and Budget for 2019/20

Parish Council Meeting Thursday 21st February 2019:

Parish Council Meeting Thursday 21st March 2019:

This will also be the APM, as election year should not fall in 6 weeks before (purdah) election which an April one would

19. Confidential Council Discussion

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