



# Rolvenden Parish Council

In accordance with restrictions on numbers attending meetings this meeting was held on Rolvenden Cricket Field, Regent Street, Rolvenden abiding by social distancing requirements.

Minutes of the meeting conducted at 7.30pm on 24<sup>th</sup> June 2021.

Present: Cllr Mrs D Curtain (Chairman), Cllr E Barham, Cllr S Bryant, Cllr Mrs F May, Cllr A Johnstone, Cllr Mrs I Newman, Cllr Mrs T Turner and Cllr Mrs L Walker

In attendance: Peter Setterfield PSLCC, Parish Clerk and Responsible Officer.

**563. Apologies for absence:**

Cllr G Tiltman and Ashford Borough Councillor K Walder

**564. Declarations of Interest:**

a. **Declarations of Members' Disclosable Pecuniary Interests:**

None.

b. **Declarations of Members' Other Significant Interests:**

Cllr Mrs D Curtain, trustee of War Memorial Trust. Planning 21/0777/AS and 21/0937/AS – parents are neighbours of both properties.

Cllr Mrs T Turner – planning 21/0777/AS and 21/0937/AS – neighbour of both properties.

Cllr E Barham trustee of Basil Russel Trust, trustee of the Windmill Trust, Royal British Legion.

Cllr Mrs I Newman, trustee of War Memorial Trust, trustee of the Non-Ecclesiastical Charities.

c. **Declarations of Members' Other Interests:**

Cllr L Walker Rolvenden Village Fete.

**565. Public Participation:**

Representatives from Tenterden Tigers Football club attended and spoke about the use of the Rolvenden pitch and the granting of a lease. The Chairman stated that this was not a Parish Council matter and discussions should be had with Rolvenden Football Club and the land owner.

**566. Minutes:**

The minutes of the meeting held on 4<sup>th</sup> May 2021 were circulated, and agreed as a true record of the meeting to be signed by the Chairman.

**567. Report of the Independent Internal Auditor:**

**Report RPC/21/01** encloses the report of the Independent Internal Auditor who has been asked to complete the Annual Internal Audit Report section of the Annual Governance and Accountability Return to the Council's External Auditor, PKF Littlejohn LLP.

**Resolved:**

- 1. To receive and note Report RPC/21/01**

2. To receive and endorse the report of the Independent Internal Auditor.

**568. Report on General Risk Assessment:**

**Report RPC/21/02** encloses the General Risk Assessment prepared as part of the end of financial year procedures prior to the internal audit being carried out.

**Resolved:**

1. To receive and note **Report RPC/21/02**
2. To receive and note the content of the **General Risk Assessment**.

**569. Report on Internal Control:**

**Report RPC/21/03** details the Statement on Internal Control to support the Annual Governance and Accountability Return for the year ended 31 March 2021.

**Resolved:**

1. To receive and note **Report RPC/21/03**
2. To approve and endorse the **Statement on Internal Control for the year ended 31 March 2021**
3. To authorise the **Chairman of the Parish Council to sign the statement of Internal Control for the year ended 31 March 2021**
4. To respond "Yes" in boxes 1 to 8 of the **Annual Governance Statement at Section 1 of the Annual Return subject to the adoption of Report RPC/21/03 which relates specifically to Box 6**
5. To authorise the **Chairman of the Parish Council to sign the Annual Governance Statement**.

**570. Report on Statement of Accounts:**

**Report RPC/21/04** attaches the Statement of Accounts for the year ended 31 March 2021 as required by the Annual Governance and Accountability Return for submission to the Council's external auditor PKF Littlejohn LLP.

**Resolved:**

1. To receive and note **Report RPC/21/04**
2. To approve and endorse the **Annual Governance Statement at Section 2 of the Annual Return for the year ended 31 March 2021**
3. To authorise the **Chairman of the Parish Council to sign the accounts contained within the Annual Return for 2020/21 and the Annual Governance Statement**.

**571. Finance:**

Schedule of payments

Staff costs	£931.45
Litter picking	£150.00
Tompsett Landscaping	£2,266.20 (VAT £377.70)
Sutcliffe Play	£10,055.83 (VAT £1,675.98)
Sutcliffe Play	£6,435.64 (VAT £1,072.61)
Sutcliffe Play	£12,899.33 (VAT £2,149.89)

Sutcliffe Play

£6,674.94 (VAT £1,112.49)

Councillors Mrs Curtain and Mrs Newman verified the bank transactions.

**Resolved:**

- 1. To authorise and pay the items contained within the schedule of payments.**
- 2. To receive and note Report RPC/21/05**
- 3. To receive and acknowledge the financial movements for the period 1<sup>st</sup> April 2021 to 31<sup>st</sup> May 2021**

## **572. Planning:**

Councillors Mrs Curtain and Mrs Turner left the meeting area

In the absence of the Chairman the Vice Chairman Mrs Walker took the Chair.

**21/00777/AS & 21/00778/AS – 28 Maytham Road, Rolvenden –** Conversion of existing curtilage listed garage into Granny annexe with Associated Listed Building application no. 21/00778/AS

**Resolved: The Parish Council has no objection to the application.**

**21/00937/AS – September House, Frensham Road, Rolvenden –** siting of a new half glazed potting shed and child's wendy house.

**Resolved: The Parish Council has no objection to the application**

Councillors Mrs Curtain and Mrs Turner returned to the meeting.

**21/00849/AS – Pookwell, Sandhurst Lane, Rolvenden –** Proposed conversion of garage/store with associated internal alterations to form annexe to serve main dwelling.

**Resolved: The Parish Council wish to seek clarification if the application is for an annexe to serve the main building or to be used as a holiday let as indicated on the plans.**

**21/00686/AS & 21/00687/AS – 4 Freizingham Lane Cottages, Freizingham Lane, Rolvenden –** Retrospective consent for the construction of a conservatory with associated Listed Building application 21/00687/AS.

**Resolved: The Parish Council has no objection to the application.**

**21/00887/AS – Lower Woolwich, Mounts Lane, Rolvenden –** Proposed access driveway to serve Lower Woolwich, including change of use of associated agricultural land.

**Resolved: The Parish Council has no objection to the application.**

**21/00867/AS – Rolvenden Primary School, Hastings Road, Rolvenden –** Replacement windows with double glazed timber frame units and double glazed aluminium.

**Resolved: The Parish Council supports the application**

**21/00894/AS – Land West of Kingsgate Cottage, Frensham Road, Rolvenden –** Erection of 6 dwellings, landscaping and new access from Maytham Road.

**Resolved:**

**The Parish Council object to the application for the following reasons:**

1. The Rolvenden Neighbourhood Plan indicates capacity for 4 smaller dwellings (1-2 beds) whilst it does say approximately this is a 50% increase and one of the extras is a 3 bed.
2. The previously approved plan for 4x2 bed semis was better. There is no indication of a rear access to plots 2 and 5 which would imply that any materials wanted in the rear garden would have to be taken through the house.
3. There are no proposals for external lighting- we would hope this means there will be none. This is a rural location where the Dark Skies policy is important.
4. The orientation of the homes means the gardens will be shaded – the sunniest aspect has been used for parking.
5. The gardens of plots 2 to 4 will be shaded by the overhanging trees of the adjoining land, as the site is in a conservation area the trimming of these is not permitted unless approval sought as the trees are protected in the same way as a tree protection order.
6. The design is considerably bigger than the previously approved design. The depth of the properties will appear massive from the corner viewpoint. The design is monolithic and not in keeping with anything in the Layne. The previous design had articulation with variety in shape and texture. The current design is bland and could be on any urban housing development.
7. No drainage strategy included in the application. The site is at the foot of a hill so lays wet – surface water should not go straight into the main drains. There should be measures to retain on site and slow the release as it will end up in the Hexden Channel which is a known frequent flood site. Sewage here goes into the main drains so, if not retained on site, surface water will go into the sewage mix. ABC's rule of 5lt/per sec/per hectare should be applied to slow the flow into the drains, with excess being held back by way of soakaways, underground storage or swales.
8. RNP1 – the design does not include careful consideration of scale, form and design and does not respect heritage assets and landscape enhancements in character with its surroundings.
9. RNP6 – this policy expects high quality designs and we do not consider this to be an appropriate design (see 6 above)
10. RNP7 – This policy states that any design should be limited in scale – not a cleverly drawn plan to squeeze more in and maximise profits for the developer. This design is a 50% increase on the previously approved 4 dwellings.
11. The future of the oak tree on plot 1 would be compromised. It is not acceptable to lose the tree to accommodate an extra house. If it survives the construction process it would always be in conflict with the home owner – it would continue to grow and spread over their roof, blocking their gutter with twigs and acorns so inevitably they would wish it to be removed. The oaks are cited as an important landscape feature of the Four Wents Character Area according to the NP
12. It has been noted that the parking area has been redrawn to enable the installation of bin and cycle stores for the two middle properties, albeit not in front of the property. The remaining properties have much larger cycle sheds sited in the middle of the garden. The tracking for the refuse vehicle appears to clip the kerb in front of plots 4 and 5 as well as the two visitor parking spaces.
13. The Parish Council feel that our pre-application comments to the developer have been mis-represented in their Design and Access statement, implying acceptance of various aspects of the design that were simply not given.

**21/00920/AS – 5 Rolvenden Hill, Rolvenden –** Demolition of existing dwelling and outbuildings to allow construction of replacement dwelling with integrated garage.

**Resolved: The Parish Council object to the application whilst the design and access statement claims the plans accord to Local Plan Policy HOU7 and that overlooking of neighbouring properties to be minimal. In fact the other properties in the area that have been converted to chalet bungalows have the dormers are only sited on the front elevation not on the back. This site being on a higher level the degree of overlooking would be totally unacceptable breach of privacy for the neighbours.**

**21/00964/AS – Land West of Hodee, Frensham Road, Rolvenden –** Variation of condition 1 on planning permission 19/00455/AS (Reserved matters application for details of access, appearance, landscaping, layout and scale for the erection of one detached bungalow in pursuant to Outline Planning permission 18/00545/AS) to add first floor accommodation within approved roof design to include a window to the first floor front elevation, 3 No. Conservation Velux windows to the first floor north eastern elevation and bi-fold doors to the rear at ground floor level.

**Resolved: The Parish Council objects to the application on the following grounds:**

- 1. The planning permission 19/00455/AS had an attached condition removing PD rights for roof extensions to safeguard neighbour amenity.**
- 2. The Neighbourhood Plan Character Area Assessment quotes Frensham Road is principally well spaced detached properties, this application does not fit with the well spaced pattern.**
- 3. The application does not fit with Policy RNP3 clause a or ENV14 of the Ashford Local Plan – the development will create a cramped aspect to the building line and spoil the visual amenity.**
- 4. The application is contrary to policy RNP1 clauses a, c and d of the Rolvenden Neighbourhood Plan.**
- 5. The application is contrary to RNP6 as it conflicts with policies RNP1 and RNP3 of the Rolvenden Neighbourhood Plan**
- 6. The outdoor space of the original application was noted to be less than would normally be accepted but granted as it was for a two bedroom property, however as this application is now three bedrooms and a larger footprint it would not meet the standard.**
- 7. The inclusion of rooflights in the bedroom area affects the privacy of the neighbouring property by overlooking.**

**573. Future meeting venue and dates:**

When the Parish Council last met on a face to face basis it had no set venue with meetings either at the residents lounge, Monypenny or St Mary the Virgin Church neither of which are the perfect venue to welcome residents.

The Village Hall would be the ideal venue in terms of space and acoustics, however, due to regular bookings the only available evening would be a Thursday evening. Councillors are therefore asked to consider moving the meetings to a Thursday in order to meet in the Village Hall.

**Resolved: Future Parish Council meetings will be held on the 3<sup>rd</sup> Thursday of the month in the Village Hall after the July meeting which will be held on 22<sup>nd</sup> due to Covid restrictions.**

**574. Financial Regulations:**

The annual review of the Financial Regulations has been undertaken and there are no changes required at the present time.

**575. Telephone boxes:**

Prior to the national lockdown the Parish Council agreed to the installation of a sculpture in the phone box at the Streyte and for the box to be repainted. The group that were proposing this have stated that they still wish to proceed.

However, it has since been discovered that the phone box at the Streyte has listed building status therefore before any work, including the general refurbishment must have listed building consent which requires a planning application to Ashford Borough Council. The Parish Council is asked to authorise the Parish Clerk to make the application.

The phone box at the Layne is not a listed building and therefore does not need permission. Attached is a proposal for the future use of the kiosk for the Parish Council to consider.

**Resolved: The Parish Clerk is requested to apply to Ashford Borough Council for listed building consent for the installation and refurbishment of the telephone kiosk at the Streyte. Also that the projects go ahead if suitable grant funding can be secured.**

**576. Rolvenden Layne Bus Shelter:**

A number of tiles have slipped on the roof of the bus shelter and a quotation has been sought for repairs. Three quotations have been requested but only one has been received in the sum of £80.00.

**Resolved: to accept the quotation received for the repairs to the roof of the bus shelter.**

**577. Bollards:**

Kent Highways have responded to the request for the installation of bollards on the verge between Monypenny and the Church. They will not permit the installation of bollards along this stretch and have suggested that the Parish Council place the issue on the Highways Improvement Plan for consideration for either the installation of kerb (quotation in 2018 £17,000) or double yellow lines, a quote for this is awaited.

After the agenda was issued Kent Highways have advised that to proceed with double yellow lines a Traffic Regulation Order will be required, £2,500.00 which requires public consultation, providing there are less than 5 objections it can proceed cost being no more than £2,000 for the line installation.

After discussion it was agreed that no parking on the grass signs be placed on the verge.

**578. Village Newcomers:**

Given the ongoing restrictions from the pandemic the event will be considered later in the year.

**579. Highways matters:**

As part of the Highways Improvement Plan Kent Highways were seeking evidence of traffic flows and speed for the High Street, since the country went into National Lockdown there was little point in undertaking the exercise as traffic movements would be greatly reduced. Now that restrictions are being lifted it would be appropriate for the Parish Council to take forward the arrangement of the automated survey.

**Resolved: To request Kent Highways to undertake the survey at two points along the A28 with one being outside of the school. It is to be requested that the surveys be conducted in term time.**

**580. Parliamentary Boundary Review:**

The Boundary Commission for England has published its initial proposals for new Parliamentary constituency boundaries.

Following the passing of the Parliamentary Constituencies Act 2020, and the publication of the relevant Parliamentary electorate data in January 2021 the Commission began a new review of all Parliamentary constituencies in England, this is referred to as the '2023 Review' as they are required to report their final recommendations by 1 July 2023.

Application of further statutory rules to the published electorate also means that all recommended constituencies must have no less than 69,724 Parliamentary electors and no more than 77,062.

There is now a statutory consultation period of eight weeks (closing 2 August 2021), when anyone can give their views on those proposals.

There will be two further rounds of public consultation.

From the information provided Rolvenden will no longer be within the Ashford Constituency but will be within the new Weald constituency.

The Parish Council can view the details by using this link: <https://boundarycommissionforengland.independent.gov.uk/2023-review/> and is asked if it wishes to submit any comments.

**Resolved: The Parish Council does not wish to respond at this stage.**

**581. Rother District Council Statement of Community Involvement:**

Rother District Council is in the process of commencing an update to its Local Plan, and as part of the process has produced a Draft Statement of Community Involvement. A six week consultation period ending 23<sup>rd</sup> July 2021 is being provided to allow comments to be made.

Details of the Statement of Community Involvement can be found using this link: <https://www.rother.gov.uk/planning-and-building-control/planning-policy/newlocalplan/>

The Parish Council is asked if it wishes to make any representations on the statement.

**Resolved: The Parish Council does not wish to respond at this time.**

**582. Stolen funds:**

Solicitors Whitehead Monckton have indicated that it would be appropriate to send a letter to Lloyds Bank seeking settlement and to allow a budget of £2,000 to do so and to review the insurance arrangements at the time.

**Resolved: To request the Parish Clerk to authorise Messrs Whitehead Monckton to correspond with Lloyds Bank with regard to the missing funds.**

**583. Land bequest:**

The Solicitors are still awaiting a response from the Executors.

**584. Motorbike evenings:**

Concerns have been raised about the motorbike evenings arranged by the Bull Inn and the fact the motorcycles leave considerably later than the event finishing time. It was agreed that this is not a Parish Council matter and residents that have any concerns should contact Environmental Health at Ashford Borough Council regarding noise and the Police about perceived traffic offences.

**585. H M The Queen's Platinum Jubilee 2022:**

To celebrate the Queen's 70<sup>th</sup> year as monarch the May Bank Holiday has been moved to Thursday 2<sup>nd</sup> June and an additional Bank Holiday on Friday 3<sup>rd</sup> June making a four day weekend of festivities. The Parish Council is asked to consider how it wishes to commemorate this event.

Councillor Barham has offered to host a beacon lighting event on his land at no cost to the village on the 2<sup>nd</sup> June 2022. Councillor Walker will work with the Village Fete Committee on other events.

There being no further business the meeting closed at 8.50pm.