

# MINUTES

## COLLIER STREET PARISH COUNCIL

On Monday 13<sup>th</sup> January 2020  
Orchard Room,  
St Margaret's School, Collier Street

**In attendance Cllr Simon Hill [Vice Chair]; Cllr Deborah Papas; Cllr Andrew Papas; Cllr Dave Sealey; Clerk Alan Crocker.**

<b>01.20.01. Apologies</b>	Cllr David Goff [Chair]; Cllr Steve Barham; Cllr Steve Sandys.	
<b>01.20.02. Declarations of Interest</b>	None declared	
<b>01.20.03 PLANNING</b>	Cllr Dave Sealey, Chair of Planning, chaired this section of the meeting	
<b>01.20.03.01</b>	<b>19/506203/SUB The Pest House, Claygate Road, Yalding ME18 6BB</b>	
	Submission of details pursuant to condition 3 [Details of windows, doors, rainwater goods, soil vent pipes and rooflight] for planning permission 18/504375/Full.	
	<i>The parish council wishes to adopt a neutral stance on this application.</i>	
<b>01.20.03.02</b>	<b>19/506204 The Pest House, Claygate Road, Yalding ME18 6BB</b>	
	Submission of details to discharge condition 3 – Details of a) internal and external joinery details for windows and doors b) rainwater goods and soil vent pipes and c) roof light window subject to 18/5043376/LBC.	
	<i>The parish council wishes to adopt a neutral stance on this application.</i>	
<b>01.20.03.03</b>	<b>19/506045/LBC 4 Haviker Street, Collier Street, Tonbridge TN12 9RG</b>	
	Listed building consent for minor works to install measures necessary to lime internal flooding to the property, including installation of aluminium rails either side of the doorways to install flood barriers, repairs to mortar and brickwork, application of silicone sealant to the services, air vent cover and non-return vales.	
	<i>The parish council wishes to adopt a neutral stance on this application.</i>	
<b>01.20.03.04</b>	<b>19/506050/LBC Crown Plain House, Crow Plain, Collier Street, Kent</b>	

	Listed building consent for proposed minor works to install measures necessary to limit internal flooding to the property. This includes the installation of a cellar pump and discharge pipe, automatic anti-flood air bricks and reapers to mortar and brickwork using lime mortar.	
	<i>The parish council wishes to adopt a neutral stance on this application.</i>	
<b>01.20.03.05</b>	<b>19/506057/LBC Wellington House, Collier Street, Tonbridge, Kent, TN12 9RR</b>	
	Listed building consent for proposed minor works to install measures necessary to limit internal flooding to the property, including installation of a sump pump to alleviate groundwater flooding, repairs to mortar and brickwork and application of clear silicone sealant to gaps around services entry/exit points.	
	<i>The parish council wishes to adopt a neutral stance on this application.</i>	
<b>01.20.03.06</b>	<b>19/506109/LBC Little Longend Cottage, Burtons Lane, Marden, Kent TN12 9PN</b>	
	Listed building consent for proposed minor works to install necessary measures to limit internal flooding to the property, including the installation of aluminium rails either side of doorways to install flood barriers, repairs to mortar and brickwork and the application of silicone sealant to gaps around services to entry/exit.	
	<i>The parish council wishes to adopt a neutral stance on this application.</i>	
<b>01.20.03.07</b>	<b>19/506094 The Nortons, Collier Street, Tonbridge, Kent TN12 9RR</b>	
	Listed building consent for proposed minor works to install measures necessary to limit internal flooding to the property. This includes the installation of sump pump and discharge pipe and the replacement of 3 no. air vents with anti-flood airbricks.	
	<i>The parish council wishes to adopt a neutral stance on this application.</i>	
<b>01.20.03.08</b>	<b>19/505763 1 Moat Farm Cottages, Collier Street, Tonbridge, Kent TN12 9RR</b>	
	Erection of a two storey rear extension with a porch.	
	<i>The Parish Council supports the comments made by the occupants of 2 Moat Farm Cottages</i>	
<b>01.20.03.09</b>	<b>19/502285/FULL</b>	

	<b>Little Spitzbrook Green Yalding Tonbridge Kent</b>	
	Variation of condition 3 to application 19/502285/FULL for demolition of existing conservatory and garage. Erection of two storey rear extension with new detached two storey garage - with amendment to change the roof tiles to match existing.	
	<i>The parish council wishes to adopt a neutral stance on this application.</i>	
<b>01.20.03.10</b>	<b>19/506428/FULL</b>	
	<b>Jarmons Farm, Jarmons Lane, Collier Street, Kent, TN12 9PU</b>	
	Minor material amendment to [planning permission 16/500390/FULL – Demolition of existing dwelling and erection of new detached dwelling and garage [revised scheme 15/505683/FULL] to allow amendments to the design of the replacement dwelling, principally to the roof of the dwelling and garage.	
	<i>The parish council wishes to adopt a neutral stance on this application.</i>	
<b>01.20.03.11</b>	<b>19/506239/FULL</b>	
	<b>The Hopping Barn, Brandenburg Farm, Haviker Street, Collier Street, Tonbridge, Kent TN12 9RH</b>	
	Proposed conversion of existing steel framed barn and change of use of associated land to form single dwelling [amendment of application 18/502042/PNQCLA to vary external materials].	
	<i>The parish council wishes to adopt a neutral stance on this application.</i>	
<b>01.20.03.12</b>	<b>19/506343/FULL</b>	
	<b>Little Spitzbrook Green Lane Yalding Tonbridge Kent TN12 9RB</b>	
	Variation condition 3 to application 19/502285/FULL for demolition of existing conservatory and garage. Erection of two storey rear extension and new detached two storey garage – with amendment to change the roof tiles to match existing.	
	<i>The parish council wishes to adopt a neutral stance on this application.</i>	
<b>1.20.03.13</b>	<b>20/500018/LBC</b>	
	<b>3 Haviker Street, Collier Street, Tonbridge, Kent TN12 9RG</b>	
	Listed Building Consent for minor works to install measures necessary to limit internal flooding to the property, including installation of aluminium rails either side of the front pedestrian access gate and to the driveway gate, to allow insertion of flood barriers during times of flooding.	

	<i>The parish council wishes to adopt a neutral stance on this application.</i>			
<b>01.20.04 POLICE REPORT Parish Council Monthly Update</b>	PCSO Nicola Morris has notified the Parish Clerk that there have been no crimes to report in the parish since the last meeting.			PCSO Nicola Morris
<b>01.20.05 Minutes of Previous Meeting/s to be approved</b>	<b>01.20.05.01</b> Minutes of the Finance and Development Control Committee on Monday 2 <sup>nd</sup> December 2019.			
	The meeting unanimously agreed that the minutes represented an accurate recording of the said meeting. Cllr Simon Hill in the chair signed the appropriate minutes.			
<b>01.20.06 Questions from members of the Public.</b>	<b><u>Public adjournment.</u></b> <b>To suspend meeting for any public statements for up to 15 minutes in total. Individual items should not be longer than 5 minutes. Members of the public are encouraged to attend Council meetings and raise any pertinent issues at this point.</b> No members of the public attended.			
<b>01.20.07 Correspondence and Action Points</b>	<b>Reference</b>	<b>Factor</b>	<b>Lead</b>	
	01.20.07.01	[CF] Defibrillator Costings for discussion – Watertight donation	Quotes led by The Clerk	
	The Clerk briefed the meeting on the costs for the installation of a defibrillator in the parish. The package will include training for up to 50 residents. These costs will be supplemented by a grant from London Hearts, the potential supplier, together with grants from the Maidstone Borough Councillors Members Grant allocation and a contribution from Watertight. We need to discuss a location as the recommendation from London Hearts is that the unlocked cabinet should be heated. The heating costs should run at no more than £8.00 per annum. The initial suggestion was that it be located on a wall at the school. We will take this suggestion forward.			
	01.20.07.02	Proposed VE Day Celebrations	Lead DP	
	Cllr Deborah Papas has spoken with the organisers of the upcoming 'Collier Street Picnic' and they felt that combining the two functions in May was perhaps not the best time for a picnic. Cllr D Papas is therefore to make enquiries with the British Legion to supply silhouettes for display in the parish [site to be decided] a wreath laid, followed by perhaps tea and a finger buffet for those who			

would like to attend. Cllr Papas will feedback to the next meeting.		
01.20.07.03	Collier Street named as a Strategically Important Play Area. Grants for improvements	The Clerk & DG
The Clerk was tasked with obtaining estimates for new play equipment up to the value of £10,000.00 in order that the parish could obtain a grant. A negotiable contribution would have to be made by the parish council.		
01.20.07.04	Call for sites – finalisation of reply to MBC	DG
The Clerk has now brought together comments of the parish council together with the valued comments of the residents together with supporting digital imagery of the recent flood issues. This report is to be signed off by the Chairman and dates for a meeting have been pencilled in for a meeting with the senior planners at MBC.		
01.20.07.05	COMMUNICATION WITH PARISHIONERS - Setting Up - What's App group.	DG:DP: The Clerk
After discussion it was agreed that Cllr Deborah Papas would prepare the draft of an article to appear in the next Village News with the objective of setting up a 'What's App' in order that important information could be quickly cascaded to residents focusing on flooding and community safety issues along with important updates on the actions of the PC and a constructive two way communication between the parish council and our residents.		
01.20.07.06	Litter Picking	DG
Our insurers have approved the requested risk assessment for this task. Cllr Andrew Papas has agreed to take the matter forward and will liaise with the group. It is absolutely essential that group is briefed on the contents of the assessment and the equipment necessary is used/worn. Also the terms and limitation of cover provided by the parish council's insurers. We have been offered the loan of the necessary equipment from another parish. The Clerk will coordinate the loan of the equipment when needed.		

	<p>The meeting considered a letter from a resident of Longend Lane concerning the amount of traffic using this narrow Lane. The meeting agreed to obtain quotations for a traffic survey to be carried out in order to identify the number and type of vehicles using the Lane and the speed of the vehicles. This would be required to support any action that we ask of KCC Highways.</p>	
<p><b>01.20.09 Recreation Field Report</b></p>	<p>We have covered the possible grant under 01.20.07.03. We now need to meet the deadline for application. The parish council will consider the planting of trees alongside of the field, in liaison with Maidstone Lions.</p>	<p>Lead DG</p>
<p><b>01.20.10 Highways</b></p>	<p>New Church and Village Car Park signs have been installed by KCC following our regular meetings with the KCC Highways liaison officer. New roundels [speed limit signs painted on the road] are currently being installed. DG is endeavouring to arrange a meeting with KCC with reference to the issues of overhanging hedges, bollards and white lines. KCC's current focus being on pot hole issues. DG met with KCC and the site manager of Dandara who is overseeing the Dandara road schemes with the objective of making them both aware of the concerns over the junction with a view to improvement and upgrade. Following the flooding MBC carried out roadside sweeping on Haviker Street, part of Green Lane and part of the B2162.</p>	<p>DG  SB</p>
<p>• <b>Security CCTV Camera</b></p>	<p>01. Discuss GDPR implications moving forward – SB policy. Cllr Deborah Papas was tasked with liaising with the school to obtain the necessary media access control number, and with Cllr Hill's IT consultant to enable the parish council to use the full search facilities in identifying offending HGV's and being able to track their usage by a number plate search.</p>	<p>SH</p>
<p><b>FLOOD REPORT</b></p>	<p>The Flooding in the parish was different from the previous experiences in 2000 and 2013/14. The main reason being the rain in previous weeks causing high water tables and run off from fields into ditches that have not been cleared for years. Two properties were flooded in the parish before the Lesser Teise burst its banks on Friday 20<sup>th</sup> December. One property in Claygate was flooded due to a pond in the property overtopping and the owner trying to pump out the water onto already sodden fields and over filled ditches. The MBC team visited this site on Thursday 19<sup>th</sup> and provided support and sandbags to the owners. The other property in Claygate was flooded due to water run-off from the road and possible blocked drains.</p>	

This flood is being investigated by both the IDB and KCC.

There are a number of questions that need to be asked about why this property flooded and has not been affected in previous floods. It appears no other properties were actually affected but came very close. A number of properties had water in gardens, sheds and garages.

The EA are investigating a number of properties in the catchment where it is requested that the flood barriers that had been installed did not totally protect their properties. The EA debrief is scheduled for the 28<sup>th</sup> January 2020.

#### **SANDBAGS**

Over 600 sandbags were delivered to the Recreation Ground and all were taken. Plastic sheeting was also supplied.

We extend our thanks to the EA for this service.

#### **FLOOD WARDENS**

A huge thank you to all the wardens who helped out either on the ground or by working with residents in supporting them.

There is a need for more wardens going forward.

#### **ROAD CLOSURES**

The parish council undertook its power to close roads in the village.

Green Lane, Sheephurst Lane, Haviker Street and Longend Lane were closed on Friday 20<sup>th</sup> December for some 24 hours. Despite efforts of wardens and residents to stop drivers using the flooded roads many drivers continued to drive down the roads.

Only one vehicle had to be rescued but given that the roads were closed in the rush hour it was surprising there were not more problems.

The subject of road closures will be discussed at the full debrief meeting to see if lessons can be learned and things improved.

Thank you to those who helped put out the signs and in some cases were subject to abuse from motorists.

#### **GENERAL ISSUES**

Need a full debrief with the EA, MBC, KCC and Kent Police and Fire and Rescue.

No flood alerts were issued on the Lesser Teise and Friday 20<sup>th</sup> December. This issue will be taken up by the EA.

A new system of communication during flood was set up by the EA. Medway Conference Operational Framework. This telecom conference call took place between, EA, Yalding and Collier Street Parish Councils, KCC, Kent Fire and Rescue, MBC on 5 occasions during the event. DG was involved on 4 of those occasions. Missed one as he was sorting out sandbags. The principle was excellent but improvements need to be made to the plan. It was a

	<p>shame that the plan had not been discussed prior to the first call. The ability to get all the agencies speaking in one place and sharing and updating information was a good improvement.</p> <p><b>ACTION</b> As a parish we need to complete our Parish Flood Plan. DG will discuss with flood wardens.</p> <p><b>NEXT MEETINGS</b> <b>Collier Street Flood Group</b> Scheduled for 20<sup>th</sup> January 2020. <b>Multi-Agency Meeting</b> scheduled for March 9<sup>th</sup> 2020</p> <p><b>NATIONAL FLOOD FORUM</b> Cllr Goff has now been appointed as a trustee and will take up his post on the 29<sup>th</sup> January 2020.</p> <p>The full council wished to express their sincere thanks to Cllr Goff for all his efforts, giving of his own free time, and working tirelessly for the good of others.</p>										
<p><b>01.20.11 FINANCE Accounts Reconciliation</b></p> <p><b>01.20.11.01 Precept 2020/21</b></p>	<p>01. The meeting to approve the reconciliation reports for the months of November &amp; December 2019. <i>The meeting approved the reconciliation reports and they were signed by Cllr Dave Sealey.</i></p> <p>02. The meeting to approve the budget reports. <i>The meeting approved the budget report</i></p> <p>Discuss and agree the setting of the precept for 2020/2021. <i>The meeting discussed and by a majority vote agreed the precept for the upcoming year as £17456 an increase of 6.49% equivalent to an increase of £3.03p.a., for a Band D property in the parish.</i></p>	<p>Lead Clerk /RFO</p> <p>Lead The Clerk</p>									
<p><b>01.20.12 APPROVAL FOR SPENDS</b></p>	<table border="1"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>14.01.2020</td> <td>The Clerk</td> <td>£616.88</td> </tr> <tr> <td>14.01.2020</td> <td>HMRC</td> <td>£136.60</td> </tr> </tbody> </table> <p><i>The meeting agreed the above spends.</i></p>	Date	Payee	Amount	14.01.2020	The Clerk	£616.88	14.01.2020	HMRC	£136.60	<p>Lead Clerk /RFO</p>
Date	Payee	Amount									
14.01.2020	The Clerk	£616.88									
14.01.2020	HMRC	£136.60									
<p><b>01.20.13 Borough Councilor's Report</b></p>	<p>No attendance</p>										
<p><b>01.20.14 Village Hall</b></p>	<p>Plans/drawings for the new village hall have been completed and plans for the old site are progressing but are yet to be finalised.</p>	<p>Lead DG</p>									
<p><b>01.20.15 Matters for Discussion at the Next Meeting</b></p>	<p>It was suggested and agreed that the parish council look at a new division of Councilor responsibility going forward.</p>										
<p><b>01.20.16</b></p>	<p><b>Full Council:</b> Monday 10<sup>th</sup> February 2020 [DG away] <b>Full Council:</b> Monday 9<sup>th</sup> March 2020 [DG back]</p>										



<b>Date of Next Meeting</b>		
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**Minutes prepared by**

**ALAN CROCKER**

**Clerk to Collier Street Parish Council**