

## CHILHAM PARISH COUNCIL

### Minutes of the Meeting held at Chilham Village Hall on 6th November, 2008 at 7.30pm

**Present:** Cllrs M.Barbrook, R.Marsh, A.Ralph, M. Sansom, E.Taylor, R.Taylor (Chairman)

**Apologies:** Cllrs J.Adams, D.Kennett, Y. White

**In Attendance:** Mr G Dear (Clerk), Boro Cllr J Marriott, J Shaw (ABC), J McTaggart (Downland Housing), A Goodwin (Downland Housing)

Prior to the meeting Jennifer Shaw, Jan McTaggart and Andrew Goodwin provided a progress report on the Local Needs Housing project for Chilham parish, presented the latest plans for the development in Shrimpton Close, outlined next steps and answered questions. It was agreed to hold an open meeting on 2nd December in OWL Village Hall between 230pm and 7pm so the public could comment on the plans.

#### 11/1 Minutes of the meeting held on 2nd October 2008

The minutes were signed as a true record.

#### 11/2 Matters arising from the Minutes

(10/2) Litter

Cllr White agreed to contact the Environment Agency and ABC Environmental Control to find out what support is available to prevent fly-tipping.

*Update required from Cllr White*

(10/2) RoSPA – Play Area Safety Inspection Report

Cllr R Taylor reported there were no maintenance requirements in Latin Field.

*The clerk was asked to contact Playdale to arrange for:*

- 1) *the gate to be repaired*
- 2) *50 more bolt caps to be provided*
- 3) *advice on lubricating the swings*

(10/5) OWL Basketball

The clerk had obtained a copy of the contractor's insurance policy following its renewal on 11th October.

(10/6) Wealden Wheels

The clerk had advised Wealden Wheels that we wanted to set this up and found out that:

- 1) groups / families , once enrolled phone 01233 713613 to check availability
- 2) vehicles are kept at Pett Farm Charing and can be collected from here by the nominated driver who will need to have a D1 Category on their licence and be over 25 years of age
- 3) hire charge includes hire fee, insurance and fuel, there are no hidden charges, the only extra money payable would be if the vehicle was involved in an accident when there is an excess of £250 or if the interior required a valet they would pass on that cost

Following an application by the clerk and with support from County Cllr Findlay we had been granted £675 from the KCC Community Fund to cover the parish subscription for the first year.

(10/7) Neighbourhood Watch Signs

The clerk had emailed P Wead re the status of NhW in Shottenden and he was prepared to act as coordinator.

*The clerk was asked to follow up the order and installation for the required signs.*

(10/9) Damaged road sign

The clerk had chased Kent Highways regarding the damaged sign Cllr Marsh had retrieved from the bottom of Mulberry Hill but had not received any reply.

(10/9) Mismatched tarmac around Chilham Square

The clerk had chased Kent Highways regarding mismatched tarmac in Taylors Hill and School Hill that had still not been resolved.

(10/9) Mountain Street / Hambrook Lane Corner

The clerk had thanked Kent Highways for the quality of their work.

(10/9) Xmas Tree in the Square

The clerk had provided a copy of insurance details.

(10/9) Poorly placed overtaking road markings on A252

Cllr R Taylor had contacted Kent Police regarding these road markings and they had agreed to review the situation.

*Update required from Cllr R Taylor after Police had completed their review*

(10/10) Mains Drains.

The clerk had asked to contact SW regarding one last query to establish whether any application would have been successful but had not yet received a full reply.

(10/11) Village News

The clerk had queried the situation with Elisabeth Arter and confirmed that she is tries to find items to put under Shottenden but is rarely successful – only KG ask her for village news - KE lift what they want from KG and do not have a section for Shottenden.

(10/12) BTCV - Kent Heritage Trees Project – request to complete questionnaire

Cllr Kennett had completed questionnaire on behalf of the council and the clerk had emailed this to BTCV.

(10/12) ABC – copy of email confirming that 11 public payphones inclu the one in OWL will not be removed

The clerk had contacted BT to get the OWL payphone in working order

(10/12) ABC Planning Dept – request for feedback on proposed options for notification of planning applications and decisions

The Planning committee had provided feedback to clerk and this had been submitted before the 24 October deadline

(10/12) ABC - Local Needs Housing Update

Cllr R Taylor had liaised with ABC and the Rural Housing Officer and both would attend the November meeting to provide an update.

### **11/3 Declarations of Interest**

None.

## **11/4 Planning.**

### **Decisions received from Ashford:-**

Application No. 07/01618/AS

2 Cork Farm Cottages, Long Hill, OWL

Change of use of 8m wide strip of land from agricultural to residential cartilage, construction of a timber framed garage and store and a garden room

CONSENT RE CONDITION 2

Application No. 08/00127/TC

Kent Lodge, Hambrook Lane, Chilham

T1 Norway Spruce - Fell

NO OBJECTIONS

Application No. 08/01155/AS

The Old Chapel, Lower Lees Road, OWL

Erection of porch to front elevation, first floor rear extension and loft conversion including 5 dormer windows

GRANTED

Application No. 08/01254/AS

2 Garden Cottages, Lower Lees Road, OWL

Demolition of ground floor extensions, erection of a two storey rear extension

REFUSE

Application No. 08/01255/AS (Listed Building Consent)

2 Garden Cottages, Lower Lees Road, OWL

Demolition of ground floor extensions, erection of a two storey rear extension

GRANTED

Application No. 08/01281/AS

Coppins Croft, Lower Lees Road, OWL

Erection of a single storey side extension, single storey rear extension and creation of new vehicular access

GRANTED

Application No. 08/01300/AS

Ashford Lodge, Ashford Road, Chilham

Erection of side extension to residential home includes 1 new dormer window to front elevation and 1 new dormer to rear elevation

GRANTED

Application No. 08/01357/AS

Bakery House, The Street, Chilham

Damp proofing; new opening light; new fire door; replacement stairs and new stud partition wall all to basement

GRANTED

Application No. 08/01375/AS

Jessamine Cottage, Denne Manor Lane, Shottenden

Demolition of existing kitchen and erection of a new kitchen with bedroom above

GRANTED

*Cllr Marsh asked the clerk to provide details of the recent decision re Redthorn.*

### **Applications Considered:-**

The planning committee had reviewed each application prior to the meeting. All their decisions were endorsed by the council. The resulting decisions are listed below.

Application No. 08/00144/TC

35 Felborough Close, Chilham

T1-Acer Pseudoplatanus – crown lift to edge of garden to 6m in height to permit light to penetrate

SUPPORT

Application No. 08/00147/TC

2 Hambrook Close, Chilham

Fell silver birch trees – S1 and S2

SUPPORT

Application No. 08/01474/AS

13 Mountain Street, Chilham

Erection of single storey shed for storage

SUPPORT

Application No. 08/01615/AS

Chilham Park, Chilham Castle Estate, Chilham

Installation of floodlights on riding school for a temporary period of 5 years

SUPPORT

### **2nd Community Workshop re Tenterden and Rural Areas DPD:-**

ABC had requested a follow up workshop to the one held in November 2007.

The workshop would be by invitation only in order to control numbers

*The clerk was asked to book the large village hall for 19<sup>th</sup> February between 7pm and 11pm*

*The clerk was asked to publicise the meeting in Parish News, KM village news, parish noticeboards and the parish council website – parishioners interested in attending would be asked to contact the clerk*

### **11/5 Finance**

The clerk also presented the accounts for 2008/9 and they were approved by the meeting.

The following payments were also approved:

1037	M&E Civil Engineering	OWL basketball	16,083.40
1038	C M Thomas-Gray	OWL Green - September	75.00
1039	C M Thomas-Gray	OWL Green – October	75.00
1040	Pete Vogel Tree Surgery	OWL basketball	240.00
1041	A R Groombridge	OWL grasscutting	266.73
1042	M Barbrook	Community Events meeting	29.47
1043	Kantara	Website hosting - 2008/9	333.70
1044	G Dear	Clerk to 31-10-08	671.31
1045	G Dear	Expenses - Oct 2008	84.33
1046	K Jeffery	Cleaner to 06-11-08	195.00
1047	OWL Village Hall	Recycling Fund	1,500.00
1048	M Marsh	Recycling Fund	50.00
1049	M O'Shea	Recycling Fund	350.00
1050	A E Maclaren	Recycling Fund	150.00
	Total Payments		20,103.94

A transfer of £1750.00 from the instant access deposit account was approved.

### **OWL Basketball**

The clerk advised that expenditure to date was £17,673.39 and that there were no indications that we would exceed the £30,000 grant provided by KCC Youth Capital Fund/  
*The clerk was asked to confirm the constraints placed on the use of the grant to ensure maximum benefit was gained.*

### **Finance Committee**

A subcommittee meeting to set the budget and precept for 2009/10 was arranged for 20<sup>th</sup> November at 730pm.

### **11/6 Website**

The clerk provided an update on progress.

It was agreed that the website could now be launched although there was still work to be done on adding further pages.

During the next month work would start on a feedback page and a whats on page.

Cllrs were reminded that Rob Berry had agreed to take their photos as they arrived for the December meeting.

### **11/9 Highways**

Prioritised list of issue for Kent Highways Liaison visit:

Cllr Ralph presented the list he had taken to the recent Kent Highways seminar.

*Cllrs were asked to contact him if there are any other major issues that need to be added to his list.*

*The clerk was asked to contact our liaison officer to agree a date for the visit.*

Fly posting:

Cllr Marsh raised the issue of a sign that had been removed from the junction of Mulberry Hill and the A252. The clerk explained that it had been removed by Kent Highways as it was obscuring the view of drivers on a dangerous junction.

Parish Report:

The clerk circulated a the parish report provide by Kent Highways listing the status of current issues.

### **11/10 Meetings**

Community Events – Cllr Barbrook distributed minutes of the meeting on 23rd October.

PACT – minutes of the meeting on 7<sup>th</sup> October had been issued prior to the meeting

Enjoy Chilham - a report of the meeting on 3<sup>rd</sup> November was distributed by Cllr Ralph

Kent Highways Parish Seminar on 15<sup>th</sup> October - a report by Cllr Ralph had been distributed with the agenda

ABC Parish Forum - a report of the meeting on 22nd October was distributed by Cllr Ralph

Xmas Tree – Cllr Barbrook distributed minutes of the meeting on 22nd October.

Chilham Seniors – Cllr R Taylor reported on a meeting he attended to explain the work of the parish council

Cllr R Taylor thanked Cllr Ralph on behalf of the parish council for the inordinate number of meetings he attended during the last month.

### **11/11 Village Reports**

Shottenden - Cllr Ralph reported that the firework display had been a great success despite the weather – it was estimated that 150 adults and 60 children attended

OWL – 2 youths had been seen causing £150 damage to OWL village Hall and also causing damage to property on Halloween. Descriptions had been reported to Kent Police.

Police – the clerk circulated a report on incidents during the last month from PC Barney.

### **11/12 Correspondence**

11/3 KCC – Kent Health Watch (Decision required: should we publicise on noticeboards)

*The clerk was asked to publicise on noticeboards*

11/4 KCC Registers of Common Land and Town or Village Greens – notification of updated provisions

Decided not to register interest in seminar

11/5 Kent Police – Country Eye Community Safety Day

Fliers placed on noticeboards

11/7 ABC – Standards Committee minutes and Assessment Panel minutes – 30th September 2008

Passed to Cllr R Taylor

11/8 KALC – Notice of AGM on 8th Nov and Annual Report for 2007/8

Passed to Cllr R Taylor – agreed that Cllr Ralph would attend – clerk had provided Cllr Ralph with gold copy of notice (required for attendance) and Annual Report

11/9 ABC – Parish Forum agenda – 22nd October 2008

Passed to Cllr R Taylor – agreed that Cllr Ralph would attend

11/10 ABC – Flyer to promote event in Ashford on 31st October to promote the growth plans for the town

Publicised on Chilham noticeboard

11/12 Southern Water – 2007-8 Stakeholder Report

Returned confirmation of contact details

11/13 Alan Baker – Community Volunteer Responder Scheme – Suggestion that we contact Mick Troth to establish this scheme in our parish

*The clerk was asked to put a notice on noticeboards*

*Cllr Taylor agreed to investigate further*

11/17 Kent Police – notification of Mobile Police Station visits

Dates passed to Elisabeth Arter

11/18 ABC – Litter & Flytipping – response to letter from Cllr White

Copied to Cllr White

11/19 KCC – Request for current contact details

Returned confirmation of contact details

11/ 20 KALC Ashford Area Committee – minutes of meeting on 1st October  
*The clerk was asked to check with our insurance brokers to find out whether we are covered for costs ABC might charge in respect of their monitoring officer investigating complaints.*

11/ 21 Lord Lieutenant of Kent's Office – invitation to attend annual civic service in Rochester cathedral

*The clerk was asked to apologise that no-one could attend.*

11/ 22 ABC Standards Committee – Assessment Panel – Agenda and reports for meeting on 30th September

Passed to Cllr R Taylor

11/23 Society of Local Clerks – Kent Branch – request that we provide band D equivalent charge and precept

*The clerk was asked to provide the information requested*

11/25 ACR Kent – Community Transport in Kent – request for details of schemes operating in our parish to be added to an online database

Decided not relevant

11/ 26 ABC – Draft Affordable Housing Supplementary Planning Document (SPD) – notification that this is available for review and comment between 29Sep and 11Nov

*Passed to Planning Committee to supply feedback via the clerk*

11/27 ABC – LDF - Rural Areas DPD – request for suggested dates for follow up workshop

Passed to Cllr R Taylor

11/30 ABC – Rural Parishes Older Persons Project – chase up request to register interest.

*The clerk was asked to register interest in case this could be of relevance to the parish*

11/31 Ringmaster email – damage to Ford Fiesta in Shrimpton Close

Passed to cllrs

11/32 Trading Standards Alerts – fake jewelry, internet car sale scam and rogue electricity salesmen

Forwarded to Elisabeth Arter

11/34 Ringmaster email – damage to fence in Cherry Orchard, OWL

Passed to cllrs

11/35 KALC – Code of Conduct Consultation and making and Enforcement of Byelaws – notification of our opportunity to comment

*Clerk to forward to Cllr Adams to review for relevance to the parish*

11/36 KCC – Health and Well Being Focus Groups – request for councillors to volunteer for the focus group

Decided not to volunteer

11/ 39. Kent Youth Service – Autumn newsletter

Forwarded to Lisa McBride-OCS Youth Club

11/42 Kent Highways – feedback following Parish Seminars and invitation to visit their new Offices in Ashford

*Cllrs wishing to take up this offer and join Cllrs R Taylor and Ralph should notify the clerk*

11/43 Trading Standards Alerts – bogus advertisers, bogus cold callers and illegal firework sales

Forwarded to Elisabeth Arter

11/44 Kent Highways – request for information on street lighting

No action required – we don't own any street lights

11/45 ABC – Changes to permitted development rights – notification of significant changes to legislation governing householder developments and the need for planning permission

*Planning Committee to review – passed to Cllr Barbrook*

11/48 ABC – Sunnybank Garage Enforcement Order

Forwarded to Cllr R Taylor

11/51 Trading Standards Alerts – bogus advertisers, bogus cold callers and illegal firework sales

Forwarded to Elisabeth Arter

11/54 The Planning Inspectorate – Inspectors decision on definitive map modification order for public footpaths AE661 & CB 543 , Chilham and Chartham

Forwarded to Cllr R Taylor

11/55 Communities for Local Government – Codes of conduct for local authority members and employes – a consultation

*Complaints and Grievances committee to review for relevance to the parish council – passed to Cllr Kennett to review and pass onto Cllrs Ralph and Adams*

**11/13 Date of next meeting**

4th December, 2008 in Old Wives Lees Village Hall

715pm for 730pm

**PLEASE NOTE:** All actions are recorded in *italics*. Please provide the clerk with an update 2 weeks after the meeting.