

## **CHILHAM PARISH COUNCIL**

### **Minutes of the Meeting held at Old Wives Lees Village Hall on 1st October, 2009 at 7.30pm**

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

**Apologies:** Cllr J.Adams

**In Attendance:** Mr G Dear (Clerk), Boro Cllr J Marriott, KCC Cllr A Wickham, KCC Community Warden A Kaye, 6 members of the public

Prior to the meeting KCC Cllr Andrew Wickham explained his role and the funding available to him. A number of questions were raised on a number of issues including Chilham Square and speeding on the A252. He suggested the parish council made a funding application for pinch points at the main entrances to the village centre and improvements in signing.

#### **10/1 Minutes of the meeting held on 3rd September 2009**

The minutes were signed as a true record.

#### **10/2 Matters arising from the Minutes**

(9/2) Jacobs Report

The clerk had put an item on the agenda for the October meeting to review the report presented to ABC and decide on further public consultation.

(9/7) Parish Plan

The clerk had advised Kathy Bugden from ACR Kent of the decision to defer this item until next years Annual Parish Meeting at which she would be asked to attend.

(9/8) OWL Small Games Court - Court Sign

Cllr White had given Cordwainer the go ahead, the sign had been erected and the clerk had received the invoice.

(9/8) OWL Small Games Court - Court Shelter

Cllr White had taken the proposal to the Youth Club and written a letter to local residents explaining the decision and no objections received. Quotes had been received and further clarification had been requested.

(9/9) OWL Maintenance – Central Verges

The clerk had contacted KHS to find out whether publicly maintained grassy areas in urban areas get any different treatment to those in rural areas but had not yet received a reply.

(9/11) ACR Kent AGM - Chilham Shop had achieved joint runner up in the Kent Community Retailer of the Year Competition

Cllr R Taylor had written a letter of congratulation.

(9/13) BT – Invitation to adopt your local red telephone kiosk  
The clerk had contacted BT and opposed the removal of the red phone boxes in Herons Close and Shottenden and BT had confirmed they would remain in service.

(9/13) Playsafety Limited – RoSPA report for OWL Play Areas  
*Cllr Marsh had proposed a list of maintenance tasks to be undertaken and was asked to forward this to the clerk as soon as possible so that an estimate could be obtained for the work.*

(9/13) J Keoghan – request to interview someone re changes in accents in Kent for Kent Life magazine  
The clerk had requested that an advert was placed in KM village news and parish news

(9/13) ABC – request to display posters advertising events to promote council services  
The clerk had advised ABC that we would display posters on noticeboards

(9/13) Kent Film Office – Locations Newsletter August 09  
The clerk had forwarded this item to Cllr Ralph

(9/13) Downland Housing – site access plans and notification that preparations are being made to advertise for applicants for the 2 bedroom bungalow so modifications to meet wheelchair access can be achieved without abortive costs if a suitable applicant is found by Nov 09  
The clerk had enquired how site traffic will be prevented from using Long Hill or Mulberry Hill and the contractor were now issuing access routes maps with each delivery request

(9/13) Ringmaster email:- request to complete questionnaire re antisocial behaviour in our area  
The clerk had responded with answers agreed at the September meeting

### **10/3 Declarations of Interest**

None.

### **10/4 Planning.**

#### **Decisions received from Ashford**

Application No. 07/02231/AS

St Marys CofE Primary School, School Hill, Chilham

To demolish derelict and redundant outdoor toilet block, formerly an air raid shelter and construct a new single storey multi-purpose building for staff

#### **CONSENT RE CONDITIONS 2 and 4**

Application No. 09/00056/AS

Land to south and east of Shrimpton Close

Affordable housing comprising 5 two bedroom houses; 3 three bedroom houses; 2 one bedroom flats; 1 two bedroom bungalow and 20 car parking spaces

#### **CONSENT RE CONDITIONS 5 and 6**

Application No. 09/00684/AS  
Phyllis Farm, Selling Road, OWL  
Conversion of existing barn into residential accommodation and erection of 2nr garage buildings

**GRANTED**

Application No. 09/00778/TC  
Roseway, Selling Road, OWL  
Erection of a new porch to front elevation

**GRANTED**

Application No. 09/00845/AS  
O2 Site at 041699/1, Station Approach, Chilham  
Erection of a 16.5m lattice tower on land on Station Approach, behind the trees, opposite A28

**REFUSE**

Application No. 09/00894/AS  
Fairview, Selling Road, OWL  
Proposed alterations to existing approved replacement dwelling (08/01856/AS)

**GRANTED**

Application No. 09/00895/AS  
Howletts Farm, Soleshill Road, Shottenden  
Conversion of redundant oast & former stables into 3 dwellings

**GRANTED**

Application No. 09/00896/AS  
Yew Tree Cottage, Denne Manor Lane, Shottenden  
Erection of a single storey rear extension

**GRANTED**

Application No. 09/00944/AS  
Hambrook Lodge, Hambrook Lane, Chilham  
Proposed replacement two storey dwelling with ancillary underground garaging

**GRANTED**

**Appeal Decision received from Ashford**

**APP/E2205/X/08/2091459**

Sunnybank Garage, Canterbury Road, Chilham

Lawful Development Certificate – 2 x metal posts at front of forecourt (appeal against ABC to refuse on 4th July 2008)

Summary of decision: The appeal is allowed and the certificate granted

## Applications Considered

The planning committee had reviewed each application prior to the meeting and presented their recommendations to the meeting. The resulting decisions are listed below.

Application No. 09/01004/AS

Mulberry Croft, Mulberry Hill, Chilham

Lawful Development Certificate – Existing – to use as a separate dwelling

### **OPPOSE for the following reason:**

Mulberry Croft was originally intended as a "granny annex over a garage" and an integral part of the property known as 1 Mulberry Cottages and not a separate dwelling.

## 10/5 Finance

The clerk presented the accounts for 2009/10 and they were approved by the meeting.

The following payments were also approved:

From the General Fund:

1157	G Dear	Clerk to 30-09-09	596.60
1158	G Dear	Expenses - Sep 2009	105.74
1159	K Jeffery	Cleaner to 01-10-09	165.72
1160	A R Groombridge	OWL grass cutting - August	224.25
1161	Y White	Expenses	39.84
1162	Y White	Felborough Close - Planters	66.94
1165	Crown Print	Newsletter printing	30.00
1167	HMRC	PAYE Expenses	127.30

From Ringfenced Funds:

1163	John Russell	War Memorial repairs	212.75
1166	M O'Shea	Recycling Fund - Shottdn F'works	350.00
1168	Cordwainer UK	Youth Club - Small Games Area	92.00

Total Payments 2,011.14

A transfer £2000 from the instant access deposit account was approved.

Recycling Bids:

Following a finance committee proposal it was agreed to approve payment of £350 for the Shottenden Fireworks bid as the funds were required before the next meeting in order for this event to go ahead.

Xmas tree in the Square:

Cllr Barbrook reported that the estimated cost for this year was £300. It was agreed that this amount could be provided from the concurrent functions grant.

OWL Green – fencing repairs:

The clerk had received a quote for repairing the fencing on the boundary between the green and the village hall car park.

*The clerk was asked to obtain 2 further quotes before a decision was taken.*

## **10/6 Chilham Square**

Report from CFDB:

The clerk had received a progress report from Chilham's Future Delivery Board (CFDB), the main points were:

- 1) No decision had yet been received regarding the funding application to Kent Downs and Marshes Leader programme – they were making further enquiries to ensure funding could not be provided by ABC and KHS
- 2) The phone call regarding our application to Village SOS (a joint initiative by the BBC and the Big Lottery Fund) had taken place and our project was being considered along with approx 200 other village projects resulting in a short list of 30 to be notified in December.

Next step after Jacobs Report:

*Cllr Ralph was asked to draw up a one page survey form that could be issued to property owners in the Square, The Street, Church Hill, Taylors Hill and School Hill to assess community views on the scheme.*

## **10/7 Highways**

Shalmsford Road

*The clerk was asked to complain to KHS regarding the quality of the repairs to the potholes between Pamphletts Green and Pilgrims Lane.*

*The clerk was asked to find out when the road surface repairs marked up at the junction with the A28 would be done.*

## **10/8 Meetings**

Recreation Ground - A report from Cllr Ralph had been circulated prior to the meeting.

Enjoy Chilham - A report from Cllr Ralph had been circulated prior to the meeting.

PACT - Cllr White reported on a recent meeting.

Police and Parish Forum - Cllr White reported on a recent meeting.

*The clerk was asked to advise Cllr White if an explanation of the delayed police response to the HGV event in Chilham Square had not been received in the next week.*

Xmas Tree in the Square – Cllr Barbrook reported that the lights would be turned on at 6pm on 13<sup>th</sup> December.

Southeastern Stakeholder Forum – Cllr Sanson reported on the forum held in Gillingham

Taylors Hill Car Park Toilets

The clerk provided the following report on a meeting with ABC he had attended with Cllr R Taylor and Boro Cllr J Marriott

Purpose of meeting: To explore the potential for Chilham Parish Council maintaining the public toilets at Taylors Hill car park more cost-effectively than the current arrangement with ABC

Main points:

1. ABC explained that there was no intention at this stage to remove the toilets
2. It was agreed that:
  - 2.1 ABC would provide CPC with a copy of a spreadsheet showing the current cost breakdown for maintaining toilets in the borough together with detailed descriptions of each column heading and a 3yr history of these costs for the toilets in Taylors Hill car park
  - 2.2 CPC would use this information to investigate the cost of using local firms and individuals to undertake the work involved and also consider whether there were synergies that could be achieved with other village organisations (eg combined cleaning contracts)
  - 2.3 ABC would contact the current contractor and find out whether it was possible to return to having the local keyholder to open and/or close the toilets
  - 2.4 Any decision to move responsibility for maintaining the toilets to CPC would be deferred until the outcome of the project to rejuvenate Chilham Square was known

#### **Attendance at forthcoming meetings**

- 6 October – Enjoy Chilham (Cllr Ralph)
- 7 October – KALC Ashford Area Committee (Cllrs Adams and Ralph)
- 7 October – OWL Village Hall (Cllr Sansom)
- 21 October – Parish Forum (Cllrs Adams and Ralph)
- 27 October – PACT (Cllr White)

#### **10/9 Village Reports**

Chilham

*The clerk was asked to write to Alan Willett thanking him for organising the repair to the wall behind the seat in the Street.*

Old Wives Lees

Cllr R Taylor reported on a successful fete that had raised £1186 pounds and thanked the parish councillors that had helped.

*The clerk was asked to write to the OWL village hall committee congratulating them on their success.*

#### **10/10 Correspondence**

10/1 KCC – Kent Minerals and Waste Development Framework – Consultation on the Scoping Report for the Sustainability Appraisal/ Strategic Environment Assessment  
Decided not to respond

10/2 ABC – Notification of intention to review LDF Statement of Community Involvement  
*Cllr Taylor to review and decide on response required*

10/3 Kent Police – Mobile Police Station Dates

Action taken: forwarded to Elisabeth Arter

10/9 KCC – Community Grant Monitoring Request Form – request to provide details of the Wealden Wheels project

*The finance committee was asked to decide on response required*

10/14 KALC – request to advise whether we are delivering ‘devolved powers’

Action taken: advised that we were not

10/15 ABC – LDF Development Update - August 2009 – notification of availability of update on ABC website and ability to subscribe for future updates  
Action taken: forwarded to Cllr R Taylor and submitted subscription

10/16 Kent Highways – A252 Resurfacing Closure Notice  
Action taken: forwarded to cllrs

10/17 Diana Holbrook – email re deterioration in The Peacock  
Action taken: contacted ABC requesting the matter is properly addressed and appropriate action taken to ensure this ancient building is maintained to the required standard

10/18 Diana Holbrook – painting old buildings in the Square – suggestion that more copies of the village design statement should be made available to parishioners  
*The clerk was asked to email ABC and ask for their view on the matter and place an item in Parish News and our website advising that the village design statement could be downloaded from our website of obtained from the clerk.*

10/19 Tina Taylor – copy of notice from BT will be permanently disconnecting the phone box in OWL Village Hall car park  
Action taken: contacted BT to oppose the disconnection and advised ABC of this action – have asked BT to confirm the kiosk will not be disconnected

10/21 Jennie Fox - Shrimpton Close Old Wives Lees Chilham – request for information on selection criteria for prospective tenants  
Action taken: forwarded email to Jennifer Shaw at ABC to respond

10/23 Southeastern - Southeastern Stakeholder newsletter  
Action taken: forwarded to Cllr Sansom

10/24 Kent Highways – Vicarage Lane, Selling – Road Closure Notice  
Action taken: forwarded to cllrs

10/25 Chilham Tourism Group – Minutes of meeting on 6th September including details of talk from Sarah Loftus on “what CTRG can do next”  
Action taken: forwarded to Cllr R Taylor

10/26 Sean and Michelle Sinclair from Shellys Tea Rooms – request for further information regarding regulations for outside advertisements and request that none of their advertisements are removed until evidence has been provided that they are illegal and that any further complaints regarding their advertisements are directed officially to the proprietors rather than one of the staff  
Action taken: proprietors directed at page on ABC website that explains regulations  
*The clerk was asked to reply stating the parish council supports local businesses and their use of appropriate advertising and that removing illegal signs is a matter for Kent Highways and the parish council has no powers to remove signs itself and did not intend to give this impression.*

10/27 Kent Police – notification that replacement for Alison Barney is PC Darren Laker who can be contacted on the same number 07870 252954 or via e-mail on [darren.laker@kent.pnn.police.uk](mailto:darren.laker@kent.pnn.police.uk)

Action taken: forwarded to Cllr R Taylor and Elisabeth Arter

10/28 ABC - Member Training - Energy Efficiency and Renewable Technologies - Tuesday 10th November – a date for our diaries if we are interested

Decided no-one was available to attend

10/ 29 Southeastern - Stakeholder Forum, Gillingham, 28 September – Agenda

Action taken: forwarded to Cllr Sansom

10/30 Kent Highways – Pickelden Lane Level Crossing, Chilham – Road Closure Notice

Action taken: forwarded to cllrs

10/31 Anthony Perrett - 5 Axle lorry Circumnavigates Chilham Square – account of the event together with photos

Action taken: forwarded to KHS asking what KHS are planning to do about this already well documented problem - the current measures are regularly being shown to be inadequate leaving an unacceptable risk of damage to buildings and property – also contacted Kent Police and requested an explanation of their delayed response at next weeks North Weald Police and Parish Forum

10/32 KALC - CILCA Training – enquiry regarding interest in course for qualification required as part of CPC attaining quality status

Decided not interested at this stage

10/33 Ringmaster emails:- theft of blue transit van in OWL; damage to shed in Felborough Close; cash stolen at cash-point theft in Ashford; Community Safety Unit reminder about leaving valuables in cars; news media release from Crimestoppers on catching our Costa Crooks

Action taken: forwarded to cllrs where appropriate

10/34 Trading Standard alerts:- rogue traders selling expensive alarm systems; telephone scam advising BT account in arrears; rogue traders pressure cleaning drives; advertising in local community magazines scam

Action taken: forwarded to cllrs and Elisabeth Arter where appropriate

10/35 Elgin Roadworks alerts:- Canterbury Road, Chilham; Mill Lane, Chilham; Ashford Road, Chilham; Pilgrims Lane, Chilham; Shalmsford Road, Chilham; New Cut Road, Chilham; Mystole Lane, Chilham

Action taken: forwarded to cllrs

### **10/11 Date of next meeting**

5th November, 2009 in Chilham 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.