

## CHILHAM PARISH COUNCIL

### **Minutes (for approval) of the Meeting held at Chilham Village Hall on 3rd March, 2011 at 7.30pm**

**Present:** Cllrs A.Ralph, D.Kennett, M.Sansom, E Taylor, R.Taylor (Chairman), Y.White  
**Apologies:** Cllr H Tharp, Boro Cllr J Marriott, PC Matt King, Community Warden K Peck  
**In Attendance:** Mr G Dear (Clerk), 10 members of the public

Subsequent to the previous meeting Cllr Walker had written to councillors notifying them of his intention to resign with immediate effect. With the normal parish council elections coming soon in May, the parish council has decided not to co-opt a replacement.

#### **3/1 Minutes of the meeting held on 3rd February 2011**

The minutes were signed as a true record.

#### **3/2 Matters arising from the Minutes**

(2/3) Taylors Hill Car Park Noticeboard:

The council had agreed to accept the Enjoy Chilham offer keep this noticeboard updated. Cllr Kennett had liaised with Enjoy Chilham, the noticeboard had been revamped and the key had been handed over to Peter Higgs.

(2/3) Bench by Shottenden village sign:

Cllr Kennett had inspected the bench and had offered to arrange for the bench to be repaired using volunteers from the community.

*Update required from Cllr Kennett*

(2/3) Overhanging trees along A252 footpath between Church Hill and Taylors Hill:

The clerk had contacted landowners responsible to the trees and asked for overhanging branches to be trimmed back. It had been noted that some trimming had been done at the Taylors Hill end and more work was planned.

Cllr Ralph was asked to monitor the situation.

*Update required from Cllr Ralph*

(2/3) Parish Council handover:

It had been agreed that Cllr R Taylor would draw up a handover document for the next parish council (due to be elected in May 2011) explaining current roles and responsibilities.

*Update required from Cllr R Taylor*

(2/3) ABC - Draft Landscape Character SPD will be available for you to view and comment

The clerk had obtained a copy of the document and forwarded to the planning committee to provide comments.

Cllr E Taylor had reviewed the document and advised the clerk that there were no issues of concern.

(2/5) Sawmills site

The Sawmills subcommittee had drafted a letter to be reviewed by Boro Cllr Jane Marriott and ABC. The clerk had forwarded this draft to Cllr Marriott who suggested the next step should be a meeting with ABC and this meeting had been held.

Cllr R Taylor had forwarded copies of the letters received from Lee Evans Planning to the sub-committee.

(2/6) Concurrent Function Grant

The clerk had distributed the unallocated amount of the 2010/11 grant to the village halls and recreation ground based upon their latest insurance premiums now that all the other grants (ie OWL Xmas Lights, Chilham Seniors and Xmas tree in the Square) had been finalised and would present cheques for payment at the March meeting.

(2/8) Community Broadband

The clerk had advertised in the local press that the parish council was keen for people from each village to form a sub-committee.

Parish councillors had approached individuals to form a sub-committee.

(2/9) Potholes

Cllr White had agreed to prepare an account of the pothole repair work carried out in the parish last year and the unsatisfactory results achieved so the clerk could include this in a letter to the new KCC member with responsibility for highways asking:

- 1) what went wrong last year
- 2) what would be done to improve things this year

*Update required next meeting from Cllr White*

(2/9) Members Highway Fund

The clerk had chased KCC Cllr Wickham for an update on his proposed scheme and had been advised that KHS had gone back to the engineers to rework drawings for the gateway at The Woolpack end. The gateway there will make use of Felborough Close as a turning area for lorries which have reached that point. Cllr Wickam felt this area is better than previously proposed and was pressurising them to get on with it.

(2/12) Protect Kent – The Localism Bill – Briefing for Parish Councils – request to indicate interest

The clerk had registered interest.

(2/12) Wye & District U3A

The clerk had forwarded details to Elisabeth Arter for inclusion in Parish News and local press.

(2/12) ABC – Housing News – Winter 2010

The clerk had forwarded details of Chilham / OWL estate inspection planned for 26 April to Elisabeth Arter for inclusion in Parish News and local press

(2/12) ACR Kent - Recycling Low Energy Light Bulbs

The clerk had forwarded details to Elisabeth Arter for inclusion in Parish News and local press

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

None.

### **3/4 Planning.**

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

Application No. 10/01737/AS

Badgers Hill House, New Cut Road, Chilham

Removal of agricultural occupancy condition (76/388/AS iv c).

**PERMIT**

Application No. 11/00006/FC

Park Wood, Canterbury Road, Chilham

English Woodland Grant Scheme Ref 24686 - Cpt 1a - to fell/coppice 1.40ha

**RAISE NO OBJECTION**

Application No. 10/01719/AS

Yew Tree Cottage, Soleshill Road, Shottenden

Side extensions to main dwelling, conversion & extension of existing garage to form annex, replacement porch roof and proposed detached garage.

**PERMIT**

#### **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. 10/01131/AS

Land rear of Old Plough Cottage and adjacent to Prior Oast House, Denne Manor Lane, Shottenden

Erection of 4 bedroom detached self-sufficient off grid eco-house and change of use of land from agricultural to residential.

**OBJECT - The parish council opposes the proposed development and supports the many letters of objection from local residents. It considers that a development of this size and character is:**

- 1) inappropriate in an Area of Outstanding Natural Beauty**
- 2) out of character with the rest of Shottenden village**
- 3) inconsistent with the design guideline 12 in Chilham Parish Design Statement 2005 (The scale of new buildings should be appropriate to the location and not overwhelm the neighbouring properties.)**

**The parish council is unanimous in the view that for these reasons no residential development should be allowed on this land and requests that the application is considered at a full planning committee meeting to which it is invited.**

Application No. 10/01688/AS

Ensdon Oast, Lower Ensdon Farm, Lower Ensdon Road, OWL

Conversion of redundant oast house into two dwellings.

**SUPPORT**

Application No. 11/00128/AS  
Hawley Cottage, Selling Road, OWL  
Erection of one replacement dwelling and detached dwelling.

**OBJECT - on the grounds that the proposed development will:**

- 1) cause loss of privacy to neighbouring properties**
- 2) prevent continued right to neighbouring residents to enjoy their gardens**
- 3) not provide adequate access for Kent Fire & Rescue emergency vehicles**

Sawmills site:

The Sawmills subcommittee reported on its recent meeting with Ashford Borough Council. As a result the meeting agreed to arrange a workshop, ideally before the end of March, that will allow the parish council and residents to have maximum input into the planning process for what is a very important site for Chilham. Points of discussion at the workshop will include:

- Site layout
- Access to and from the site for pedestrians and vehicles
- Road junctions
- Parking – for dwellings and the station
- Design of dwellings
- Facilities for the site / village

*The clerk was asked to check availability from officials and ABC and KCC before finalising date, time and venue and advertising the workshop on noticeboards, website and local press, notifying local organisations and through posters at suitable locations within the parish. It was agreed that cllrs would deliver leaflets advertising the workshop to local residents.*

**3/5 Finance**

The clerk presented the accounts for 2010/11 and they were approved by the meeting.

Payments:

The following payments were approved:

From the General Fund:

1347	G Dear	Clerk to 28-02-11	600.53
1348	G Dear	Expenses - February 2010	59.96
1349	K Jeffery	Cleaner to 03-03-11	165.72
1356	J Culver	OWL noticeboard	600.00
1357	J Culver	OWL noticeboard	170.00
1358	R Taylor	Expenses	19.96

From Ringfenced Funds:

1350	Chilham Seniors	CF Grant	200.00
1351	Chilham Village Hall	CF Grant	536.80
1352	CPRGT	CF Grant	623.88
1353	OWL Village Hall	CF Grant	219.68
1354	C M Thomas-Gray	OWL Green	57.00
1355	C M Thomas-Gray	OWL Green	45.00

Total Payments 3,298.53

Renewal of contracts:

It was agreed that:-

- 1) the contract for OWL grass cutting should be awarded again to AR Groombridge
- 2) 3 estimates should be obtained for the OWL Green maintenance contract

*The clerk was asked to obtain estimates so that a decision could be made at the April meeting.*

Flower tubs:

It was agreed that a sum of up to £100 should be made available for new plants for the various flower tubs it maintained in the parish.

*The clerk was asked to add these flower tubs to the asset register.*

*Cllr R Taylor agreed to provide an updated list of benches.*

*The clerk was asked to present an updated asset register for review at the April meeting.*

### **3/6 Community Broadband**

Sub-committee volunteers:

Only 2 individuals had come forward.

Feedback from questionnaires:

These had been analysed by parishioner (see AnnexA)

The analysis showed that out of just over 100 returns only 7 were prepared to pay over £40 (the contract offered by ICIS – the preferred supplier – was £45 per month)

It was decided that a watching brief should be kept on the Selling project for the next 3 months.

*Cllr White agreed to contact Lyndon Gurr (KCC) to review the funding situation in the light of the lack of interest currently shown.*

### **3/7 Highways**

Hatfield House:

The clerk was asked to write a letter to the householder about an overhanging branch but the matter was resolved within a few days of the meeting.

Potholes:

*The clerk was asked to log on the KHS portal a pothole (1m diameter 4in deep outside Nos 3&4 Herons Close as well as badly repaired potholes also in Herons Close*

Footpath at bottom of Church Hill:

*The clerk was asked to log on the KHS portal that the footpath at the bottom of Church Hill near the junction with Maidstone Road was badly in need of attention.*

### **3/8 Meetings**

CPRGT – Cllr Ralph had circulated a report prior to the meeting

Chilham Traders and Tourism Group – Cllr Ralph had circulated a report prior to the meeting

Attendance at forthcoming meetings:

Tue 15-Mar

PACT meeting (Cllr Tharp)

Wed 6-Apr

KALC Ashford Area Committee (Cllr Ralph)

### **3/9 Village Reports**

Chilhams Future Delivery Board:

The board was now working on 2 fronts, investigating funding and requesting tenders.

Incident reports:

PC Matt King had produced an incident report for the previous month and a similar report had been received from Community Warden Karen Peck.

### **3/10 Correspondence**

(3/1) KALC – Parish News – January 2011

Action taken: made available for cllrs at February meeting

(3/2) Kent Men of the Trees – Trees in the village competition

Decided not to enter

(3/3) ACR Kent – Membership renewal

Decided to renew and include CVH and OWL VH

*The clerk was asked to raise a cheque for payment at the April meeting and collect cheques from CVH and OWL VH*

*The clerk was asked to contact ACR Kent for more information on recycling low-energy bulbs including a supply of brochures*

(3/4) Citizens Rights for Older People – request to publicise in Parish News / website

*The clerk was asked to publicise via website. Parish News and noticeboards where room*

(3/5) ABC – External funding secured to improve recycling

Decided not to publicise while we are not in the blue box scheme

(3/6) ABC – Residential Space and Layout SPD

Decided not to respond

(3/7) CPRE – Membership renewal

Decided to renew

*The clerk was asked to present a cheque for payment at the April meeting*

(3/8) Kent Men of the Trees – Membership renewal

Decided to renew

*The clerk was asked to present a cheque for payment at the April meeting*

(3/9) Lee Evans Planning – Public Consultation: Chilham Sawmills site

Action taken: forwarded to Sawmills subcommittee

(3/11) Alan Rogers – details of position papers on how the Rural Community Action Network can help shape rural communities in the future

(3/12) ABC - The Localism Bill - a plain english guide

Action taken: forwarded to cllr R Taylor

(3/13) KHS - Pothole repair update February 2011

Action taken: forwarded to cllrs

(3/14) ABC - Support avenues for community-led regeneration

Action taken: forwarded to cllr R Taylor

(3/16) ABC – notification of LDF development update

Action taken: forwarded to cllr R Taylor

(3/17) Unlock Democracy - Sustainable Communities Act Update – information and guidance

Action taken: forwarded to cllr R Taylor

(3/18) PC Matt King – request for detail of fetes in 2011

Action taken: forwarded to church, school, play group, youth club, CTRG, CPRGT, CVH, OWL VH

(3/22) KALC - Forestry Commission Consultation – details of how to respond

Decided not to respond

(3/26) ACR Kent - Kent and Medway Funding Fair 2011

Action taken: forwarded to church, school, CFDB, CTRG, CPRGT, CVH, OWL VH

(3/29) ABC - Leader's Announcements - Executive 10/2

Action taken: forwarded to cllr R Taylor

(3/31) ACR Kent - Ashford Borough Traffic Management Survey – request for feedback The Roads & Transport committee agreed to complete the survey

*The clerk was asked to forward to cllr Sansom cc cllr Ralph*

(3/32) ABC - Leader's Announcements – Full Council 17/2

Action taken: forwarded to cllr R Taylor

(3/33) QE2 Fields Challenge – request to participate

*The clerk was asked to forward to CPRGT*

*Cllr White agreed to review on behalf of the PC*

(3/34) Southeastern - Passenger's Charter - Southeastern's annual audit

Action taken: forwarded to cllr M Sansom

(3/35) ABC - Media release from Ashford Borough Council about a new telephone scam, where fraudsters claim to be from Ashford Borough Council

Action taken: forwarded to cllrs

(3/38) Ringmaster emails:- EHIC card scam, rogue police officers, Youth seminar. Metal thefts

Action taken: forwarded to cllrs

(3/39) Trading Standard alerts:- Pet scam, rogue tarmacers, rogue builders, email scam, rogue gardeners, EHIC card scam, rogue electric company caller, rogue gold and silver buyers, stolen farm gates, Feb14 dating scams, trading standards newsletter, telephone scam, request for help with metal thefts, doorstep criminals, Scamnesty campaign, Loan acceptance scam, doorstep callers (various), VAT increase, internet scam, telephone scams  
Action taken: forwarded to cllrs

(3/40) Elgin Roadworks alerts:- A252/A28 Canterbury Road, Chilham (various)  
Action taken: forwarded to cllrs

**3/11 Date of next meeting**

7th April, 2011 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.