

CHILHAM PARISH COUNCIL

Minutes of the Meeting held at Chilham Village Hall on 6th March, 2014 at 7.30pm

Present: Cllrs D Kennett, R Lincoln (Chairman), A Millar, A Ralph, G Swan, H Tharp

Apologies: Cllrs A Brown, B Glancy, A Ranns, Boro Cllr D Marriott

In Attendance: Mr G Dear (Clerk), Community Warden Peter Willows, 4 members of the public

3/1 Apologies

Cllr Brown had advised cllr Kennett that she was unable to attend due to work commitments.

Cllr Glancy had advised the clerk that he was unable to attend due to work commitments.

Cllr Ranns had advised the clerk that she was unable to attend due to family commitments.

Boro Cllr Marriott had advised the clerk that he had other Ward Member meetings to attend.

Cllr Lincoln explained that there were 2 other parish council meetings on the 1st Thursday of the month in Cllrs Marriotts ward.

3/2 Minutes of the meeting held on 6th February 2014

The minutes were signed as a true record.

3/3 Matters arising from the Minutes

(2/4) High interest deposit account:

The meeting asked the Resources Committee to consider whether other funds could be placed in this type of account at the time they consider the budget for 2014/15.

The Resources committee had deferred considering this until its April meeting.

Update required regarding meeting from Resources committee at the May meeting.

(2/6) Amenity Light in the Street:

Cllr Lincoln updated the meeting on a reply received from ABC disagreeing with the CPC view that ABC had a responsibility to replace the light.

The meeting asked cllrs Lincoln and Kennett to press the CPC case further with another letter.

There is an agenda item later in the meeting to consider this matter.

(2/6) Sawmills Development:

Cllr Lincoln reported on a useful and productive meeting with the developer and their agent also attended by cllr Kennett, and that it had been agreed further meetings would be beneficial to all parties. They had been advised that a revised station car park proposal had been submitted to ABC.

The clerk had asked ABC why CPC had not been advised about this revised proposal and had been advised that in the view of ABC it didn't move things forward and didn't represent much of a change in position. The charges involved are still much higher than ABC considers acceptable.

A report of the meeting with the developer had been circulated to cllrs.

There is an agenda item later in the meeting to consider this matter.

(2/6) Consultation options re ABC site submissions for the parish of Chilham:

It was agreed that this outline plan should be produced for consideration at the March meeting.

The clerk was asked to build a list of volunteers from the parish contact email list who would be prepared to form a distribution network for important issues such as this that the parish council needed to communicate to its parishioners.

There is an agenda item later in the meeting to consider this matter.

(2/6) Approach to the planning matter raised by parishioner in the open forum:

It was agreed that a report addressing the issues raised in the open forum should be produced for consideration at the March meeting.

Cllrs were asked to submit comments to the clerk.

There is an agenda item later in the meeting to consider this matter.

(2/7) Proposal from the Resources Cttee for the 2014/15 budget and precept:

A paper proposing a budget and precept for 2014/15 had been circulated to cllrs prior to the meeting and was presented to the meeting by cllr Lincoln.

After consideration, it was decided to approve the proposed budget and precept. Cllr Swan abstained.

The clerk had advised ABC of the required precept.

(2/7) Recycling Grant bid from Chilham Drama Group:

A bid from the drama group had been circulated to cllrs prior to the meeting.

It was decided to award a grant of £200 towards stage equipment.

The clerk had advised the applicant and advised the position with regard to future funding.

(2/8) Patricia Thompson – Karrier Bus Service proposal

The R&T team was asked to consider this proposal and report back at the March meeting.

This matter was not discussed at the meeting.

Update required regarding from the R&T team at the April meeting.

(2/8) KCC – Kent Minerals & Waste Local Plan – public consultation on pre submission draft document

The clerk had forwarded this to cllr Glancy so he could respond as an individual.

(2/8) KALC - KCC Consultation - Road Casualty Reduction Strategy for Kent

The R&T team was asked to respond on behalf of the parish council and report back at the March meeting.

This matter was not discussed at the meeting.

Update required regarding from the R&T team at the April meeting.

(2/8) Len Budd - Temporary Traffic Lights – A28 Ashford Rd / Canterbury Rd, Chartham – request to comment on traffic diverting to use route via Mystole Lane

The clerk had emailed Kent Highways requesting appropriate measures to address the concerns raised.

(2/8) Len Budd – Blind bend on A252 at Cutlers Farm

The clerk was asked to email Kent Highways requesting a response to the issue raised.

(2/8) KALC - Community Awards Scheme - nominations of worthy recipients

It was agreed that cllr Kennett should complete a nomination form for a worthy recipient.

Cllr Kennett advised that on further investigation he had decided not to pursue the matter and this was accepted by the meeting.

(2/8) KALC – Free Seminars – The Road Safety Toolkit – Safety Cameras

The clerk was asked to book a place for cllr Swan but the event had been cancelled.

(2/9) Community Broadband:

It was decided that CPC send cllrs Lincoln, Millar and the clerk to the meeting between KCC and Vfast with the objective of:

1) supporting KCC and Vfast reach an agreement by which the CPC proposed broadband service can be delivered

2) ensuring adequate consumer protection is provide for those parishioners that subscribe to this broadband service (inclu those that have already signed up)

3) ensuring appropriate measures are put in place to allow CPC to monitor the implementation and operation of the service and report issues to KCC where the required standards have not been met

It was also decided that CPC contact St Marys PCC to explain the current status of the CPC broadband project and the proposed meeting between KCC, Vfast and CPC.

The clerk had informed KCC of this decision.

Cllr Lincoln had contacted St Marys Church to explain the current status.

(2/10) Appointment of a member of the R&T team with responsibility for transport issues:
The meeting agreed that Anthony Perrett should join the R&T team with specific responsibility for Rail Service issues.

Cllr Lincoln was asked to contact another parishioner to share this responsibility with Mr Perrett.
Cllr Lincoln reported that Nick Lester had agreed to assist Mr Perrett as part of the R&T team responsible for rail issues.

The meeting agreed to appoint Mr Lester to the R&T team accordingly.

(2/11) Next steps regarding the future of the recycling centre:

It was decided that the best course of action to retain the facility was for cllr Lincoln to forward the findings of the paper to KALC Ashford Area committee and suggest it progresses the issue on behalf of Chilham and other parishes who currently receive recycling credits.

Cllr Lincoln agreed to update the March meeting with progress made.

Cllr Lincoln reported that the findings of the paper had been passed to the KALC Ashford Area committee but no action was expected to be taken before July.

(2/12) APEK Membership

The clerk had contacted APEK and obtained details of the benefits parishioners would gain if the parish council rejoined so that future membership could be considered at the March meeting.

There is an agenda item later in the meeting to consider this matter.

(2/13) Highways

Cllr Ralph had chased a response to the list of key issues submitted by the R&T team and would be providing more information in respect of childrens crossing Cobbs Hill to gain access to the play area.

Update required from cllr Ralph at the April meeting.

The R&T team were asked to consider road safety issues in the Square and submit a report of this and any other additional issues for consideration at the April meeting.

(2/14) Arrangements for Annual Parish Meeting on 17th April:

The clerk had invited KCC Cllr Andrew Wickham, Boro Cllr Doug Marriott, PCSO Lisa Endell, Community Warden Peter Willows and representatives from all parish organisations.

(2/15) Village Reports:

The clerk had contacted PCSO Lisa Endell and requested a meeting with representatives from the parish council but had not had a response.

3/4 Declarations of Interest

Cllr Millar declared an interest in planning application 14/00181/AS.

3/5 Planning.

Decisions received from Ashford

Application No. 14/00126/AS

Mulberry House, Mulberry Hill, Chilham

An Application for Lawful Development Certificate - Proposed - Re-cladding and replacement roof to existing single storey extension.

PROPOSED USE/DEVELOPMENT WOULD BE LAWFUL

Applications Considered

Application No. 14/00049/AS

Chalklands, Selling Road, OWL

Erection of a conservatory

SUPPORT

Application No. 14/00126/AS

Mulberry House, Mulberry Hill, Chilham

An Application for Lawful Development Certificate - Proposed - Re-cladding and replacement roof to existing single storey extension. (For information only – no comment required)

Application No. 14/00135/AS

Woodlands, Cobbs Hill, OWL

Erection of single storey front, side and rear extensions

SUPPORT

Application No. 14/00143/AS

Hazelmere, Canterbury Road, Chilham

Conversion of a house into two flats.

SUPPORT

Application No. 14/00181/AS

Bower House, Bowerland Lane, Chilham

Single storey extension to north east elevation

SUPPORT

Cllr Millar did not participate in the debate and did not vote.

Application No. 14/00214/AS

Withy Farm, Goldups Lane, Shottenden

New two-storey extension and retrofit to existing dwelling, including removal of tile hanging and replacement of existing flat roof.

SUPPORT

Amenity Light in the Street:

The letter sent to ABC as requested at the February meeting had been circulated to cllrs prior to the meeting.

Cllr Lincoln reported that a response from ABC outstanding.

Sawmills Development:

A report of the meeting with the developer on 4th February had been circulated to cllrs prior to the meeting.

Cllr Lincoln reported that the next step was to arrange a second meeting in April.

Cllr Millar proposed that a letter should be sent to residents within 150m of the development asking for their concerns and this was agreed.

Cllr Millar agreed to produce a draft letter for consideration at the April meeting.

Outline Plan for consultation options re ABC site submissions for the parish of Chilham:

In the absence of Cllr Glancy, the clerk introduced an outline plan that had been circulated to cllrs prior to the meeting.

Following discussion it was decided to approve the plan with 3 amendments (see Annex A) and authorise Cllr Glancy to proceed on this basis. Cllr Millar abstained.

Response to the planning matter raised by parishioner in the open forum:

At the request of cllr Lincoln, the clerk introduced a proposed response that had been circulated to cllrs prior to the meeting.

Following discussion it was decided to accept the proposed response (see Annex B) and the clerk was asked to respond to the parishioners raising the matter accordingly.

3/6 Finance

Funds held on behalf of Chilham Youth Group:

Cllr Lincoln introduced a report of the agreement reached with regard to these funds at a meeting with youth group leaders that had been circulated to cllrs prior to the meeting.

It was agreed that £5812 should be paid to the youth group.

Accounts for 2013/13:

The clerk presented the accounts for 2013/14 and they were approved by the meeting.

Payments:

The following payments were approved:

From the General Fund:

1756	G Dear	February salary	513.09
1757	G Dear	February expenses	39.44
1758	K Jeffery	February litter picking / cleaning	384.04
1759	South East Water	THT - Water Bill	55.00
1760	Wealden Wheels	Annual subscription	500.00
1761	Staples	Stationary	30.37
1762	Newey & Eyre	THT - Maintenance	30.83
1763	Newey & Eyre	THT - Maintenance	8.27
1764	Ball Contractors	THT - Maintenance	67.36
1765	Canterbury City Council	PC Tips	15.00
1766	ACR Kent	Annual subscription	85.00
1767	CPRE	Annual subscription	29.00
1769	Orchard Environmental	THT – Bacteriological tests	104.40

From Ringfenced Funds:

1768	Chilham Youth Group	OWL Small Games Area	5812.00
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Total Payments 7673.80

Update from clerk on 2013/14 budget:

A budget update had been circulated to cllrs prior to the meeting and this showed an estimated overspend of £233.

Taylors Hill Toilet Management:

A report of a review of toilet management arrangements with the parish council insurers had been circulated to cllrs prior to the meeting.

The meeting agreed to accept the report and its recommendations. Cllrs Millar and Swan voted against. It was agreed that cllr Kennett would be the second responsible person.

Update from clerk on memorial refurbishment funding:

The clerk advised that there would be a meeting with the diocese, church wardens and the War Memorials Trust to review the proposed renovation work.

3/7 Correspondence

(3/4) Jim Smith – request for CPC to support letter to Kent Highways re Pickleden Lane
The meeting fully supported the letter.

The clerk was asked to advise Kent Highways accordingly.

(3/12) Kent Police - Your Police Contact Points schedule for Feb/Mar
Action taken: posted on noticeboards and forwarded to parish contacts

(3/17) ACR Kent - Women of Kent Luncheon invitation
Decided to decline the invite.

(3/20) ABC - Code of Conduct Training – Presentation
Action taken: forwarded to cllr Lincoln

(3/33) KALC - Financial Briefing from the National Association re: the repeal of s.150 (5) of the LGA 1972 that requires all cheques or other payable orders to be signed by two Councillors
Action taken: forwarded to cllr Lincoln

(3/36) Kent Police - Police Contact Points – request for info
Action taken: information provided

(3/41) ACR Kent – Rural News 34

Action taken: forwarded to cllrs

(3/49) KCC - Recall Asda Little Tikes Cuddly Blanket - ALL AREAS

Action taken: forwarded to parish contacts

(3/50) Ringmaster emails:- Day of action 27.02.2014, Disturbed break-in, Vigilance at cash machines, Kent Police Contact Points

Action taken: forwarded to cllrs

(3/51) Trading Standard alerts:- Recall Asda Little Tikes Cuddly Blanket, Scam telephone caller claiming to be from the Telephone Preference Service (TPS), Doorstep traders, Cold Caller, Fake charity collection bags, Safer Internet Day - 11 February 2014, Smuggled cigarettes , scam email

Action taken: forwarded to cllrs

(3/52) Elgin Roadworks alerts:- None

(3/53) Road Closures: School Hill, Exceptional Weather Conditions – February 2014

Action taken: forwarded to parish contacts

(3/54) UK Power Network Updates: (Action taken: forwarded to parish contacts)

Late Correspondence:

Cllr Lincoln advised the meeting that he had received a letter from cllr Swan proposing a site meeting regarding trees in OWL Green.

After consideration, this proposal was not supported.

3/8 Community Broadband

Cllr Lincoln advised the meeting that there was nothing to report. KCC had not yet arranged the meeting with Vfast although the clerk had pursued the matter.

3/9 APEK Membership

An email from APEK outlining benefits of membership had been circulated to cllrs prior to the meeting. Following consideration, it was decided to renew membership.

The clerk was asked to advise APEK of this decision and forward all future correspondence from APEK to all cllrs.

3/10 Filming in Chilham

Cllr Ralph reported on an advertising “film shoot2 in the Square.

3/11 Highways

The clerk was asked to thank Kent Highways for the quality of repairs recently carried out in School Hill.

Cllr Ralph reported that he had chased Kent Highways regarding the outstanding surface reinstatement works in the Square.

The clerk was asked to contact UK Power Networks and ask for their expected end date for the road works outside the Woolpack.

3/12 Meetings

This item was deferred.

3/13 Village Reports

Community Warden Peter Willows gave his monthly incident report to cllrs at the meeting.

Cllr Ranns had advised the clerk that there was nothing to report from CFDB.

The meeting closed at 10:37pm.

3/14 Date of next meeting

3rd April 2014 in Old Wives Lees Village Hall

715pm for 730pm

PLEASE NOTE: All updates reported under Matters Arising are recorded in *black italics*. All agreed actions are recorded in *red italics*. Please provide the clerk with an update 2 weeks after the meeting.

CHILHAM PARISH COUNCIL

REPORT FROM CLLR BEN GLANCY

SUBJECT: SITE SUBMISSION CONSULTATION - OUTLINE PLAN

RECOMMENDATION: TO APPROVE THE OUTLINE PLAN AND REQUEST THAT IT BE PUT INTO ACTION

BACKGROUND:

At its meeting on 6th February, 2014, in response to a request from ABC to engage in the process to develop its Local Plan for 2030, CPC requested an outline plan for a consultation with the local community to inform its response to the Site Submissions received by ABC, based upon the following approach:

- 1) CPC calls an open meeting to explain the need to consult, the proposed method and dates of workshops and exhibition along the lines suggested by ABC, ie:
 - a) 2 workshops each side of an open exhibition at which local views are collected
 - b) 35 attendees max in each workshop (arranged in 3 groups)
 - c) Workshops run along lines held in Chilham in 2011 (in CVH) for the current Core Strategy
 - d) Careful consideration is required with regard workshop attendees
- 2) In the open meeting a random selection process is carried out to end up with 35 workshop attendees
- 3) CPC (with ABC support) produce an outline plan for the consultation identifying what is to be achieved at each stage (eg this could be explained by an example outcome statement from each event) and an objective process for determining these outcomes (eg feedback questionnaires).

This paper proposes an outline plan in terms of the rationale behind it, the procedure to be followed, and an objective method for assessing the feedback gathered.

CONSULTATION RATIONALE:

- 1) to adopt an inclusive approach and provide each parishioner with the same opportunity to participate.
- 2) to treat each site as a planning application and to respond with Support/NoView/Object with comments if necessary.
- 3) to ensure consultation outcome statement is drawn objectively from the questionnaire feedback.
- 4) to inform the ABC site consultation process with local views that can be supported by objective evidence.

CONSULTATION PROCEDURE:

- 1) Open Meeting in Church following leaflet drop to all households, at which:
 - CPC explain how the site submission process fits in with the ABC Local Plan for 2030
 - CPC explains how it intends to consult with the parishioners
 - Attendees who are able and willing to participate in the workshops put their details into a hat
 - 35 names are drawn from the hat
- 2) Workshop to consider site submissions for the parish of Chilham:
 - independent facilitation by ABC who explain the objectives of the workshop and factors to consider
 - 3 groups review site submissions and complete a questionnaire form summarising their findings
 - ABC lead a review of each set of findings and help attendees form a consensus
 - CPC complete an outcome statement based upon the group feedback
 - parishioners invited to attend workshop as observers

3) Open Exhibition in Church, following leaflet drop to all households, comprising

- period of one week during which the outcome statement and group findings from the workshop are on display

- open meeting at which CPC explains the outcome reached, the factors considered and collects feedback from parishioners using the same questionnaire form

4) Workshop to consider feedback from open exhibition

- CPC review and collate all questionnaires and summarise the feedback using pre-defined method

- 3 groups review feedback questionnaires and CPC feedback summary and complete a form summarising their findings

- CPC conduct a review of each set of findings and help attendees form a final consensus

- CPC complete an outcome statement based upon the consensus reached

- parishioners invited to attend workshop as observers

5) Publish results via noticeboards, website etc

- CPC publish the outcome statement after obtaining formal approval at a CPC meeting

- outcome statement available as download from website or on request from the clerk

OBJECTIVE PROCESS FOR SITE SUBMISSION FEEDBACK:

Feedback on each site will be provided on a feedback questionnaire (see example below) listing each site under the 3 headings: Site Identification / Rating (StonglySupport-Support-NoView-Oppose-StronglyOppose) / Comments

At the first workshop, each group will be asked to use this questionnaire to assess each site. CPC will then produce an outcome statement by totalling the 'rating' feedback under each rating heading onto one questionnaire and listing all comments. The CPC outcome statement and the group feedback forms will be put on display at the Open Exhibition.

The leaflet drop prior to the Open Exhibition will invite householders to the exhibition and include a feedback questionnaire that can be completed and returned to Chilham Post Office if they are unable to attend.

At the Open Exhibition, CPC will present the outcome from the first workshop, facilitate a Q&A session and attendees will be invited to complete the same form.

At the second workshop, the returned feedback forms will be processed and a 'parish-wide' outcome statement derived following the process used at the first workshop.

Note: Parishioners will be required to enter their name and address on each questionnaire in order to eliminate duplicates and ensure validity.

Feedback Questionnaire Layout:

Site ID	Strongly Support	Support	No View	Oppose	Strongly Oppose	Comments
Site Name A	X					
Site Name B			X			
Site Name C					X	Dangerous access from main road
Site Name D				X		
.....						

CHILHAM PARISH COUNCIL

REPORT FOR CONSIDERATION AT THE PARISH COUNCIL MEETING TO BE HELD ON 6TH MARCH 2014

SUBJECT: ISSUES RAISED AT THE OPEN FORUM ON 6TH FEBRUARY 2014

AUTHOR: CLLRS ROY LINCOLN AND DERRICK KENNETT

RECOMMENDATION: TO ACCEPT THE REPORT AND AGREE THE PROPOSED ACTIONS

INTRODUCTION

Cllr Lincoln (PC chair) and Cllr Derrick Kennett (PC Planning Team) have prepared this report for consideration by the Chilham Parish Council (CPC) following the Open Forum prior to the February PC meeting and offers a recommendation for decision.

BACKGROUND

The Open Forum was requested by 3 parishioners to raise issues concerning the process used to consider a planning appeal. A paper setting out the issues raised was circulated to cllrs at the meeting and the following questions were asked :-

- 1) Why did the Parish Council not take the 2012 decision into account, not comment on the 2013 application and then give unequivocal support to the appeal?
- 2) We therefore ask the question as to whether the process was both "fair and balanced" and "open and transparent"?
- 3) Why did the Parish Council not take a neighbours legal rights into consideration in 2013? In addition the 3 parishioners considered that:-
 - a) The Parish Council must ensure that in future, its processes for considering planning matters are correct and that all parishioners are treated equally and fairly.
 - b) The Parish Council should respond to our 3 questions in writing.
 - c) We did not have the opportunity to hear the comments of the appellant nor were we able to make our own representations. The decision by the Parish Council to support the appeal was therefore based on flawed procedure and should not stand. The Parish Council should therefore, as a matter of urgency, inform Ashford Borough Council that there was a procedural error and that the statement be withdrawn.

CONSIDERATIONS

The parish council has a responsibility to :-

- 1) treat all its parishioners in an even handed manner.
- 2) carefully consider any planning item notified by ABC and any other related information available before making its decision.
- 3) place a meeting notice on a public noticeboard at least 3 clear days prior to the meeting
- 4) issue a summons to all cllrs with an agenda listing the issues to be discussed

ANSWERS TO QUESTIONS RAISED

- 1) Why did the Parish Council not take the 2012 decision into account, not comment on the 2013 application and then give unequivocal support to the appeal?
CPC supported the appeal because it considered the issues raised by the appellant deserved an answer. This decision was not linked to previous decisions taken on the related planning application.
- 2) We therefore ask the question as to whether the process was both "fair and balanced" and "open and transparent"?
CPC met its legal requirement to give every parishioner the same opportunity to raise any concerns by posting the meeting notice at least 3 clear days prior to the meeting. It then made a 'fair and balanced' decision by carefully considering the information placed before it.

- 3) Why did the Parish Council not take a neighbour's legal rights into consideration in 2013?
A parish council is not qualified to consider legal rights and is not required to do so. Having been notified of a planning application its only responsibility is to make representations to the local planning authority as to how the application should be determined.

RESPONSE TO OTHER MATTERS RAISED

- a) The Parish Council must ensure that in future, its processes for considering planning matters are correct and that all parishioners are treated equally and fairly.

CPC believes it has met its legal obligations to treat parishioners equally and fairly. However it recognises that more details could be made available regarding the planning items to be considered and requests that the Planning Team consider this issue and make a recommendation for consideration by the parish council.

- b) The Parish Council should respond to our 3 questions in writing.

CPC should respond with the answers set out above.

- c) We did not have the opportunity to hear the comments of the appellant nor were we able to make our own representations. The decision by the Parish Council to support the appeal was therefore based on flawed procedure and should not stand. The Parish Council should therefore, as a matter of urgency, inform Ashford Borough Council that there was a procedural error and that the statement be withdrawn.

As explained in the answer to Q2 CPC met its legal obligations to give its parishioners the same opportunity to make representations.

PROPOSED ACTION TO BE TAKEN

That CPC endorses this paper as a reasonable, balanced and appropriate response to the issues raised as a result of the Open Forum and :-

- 1) Instructs the clerk to respond by forwarding this paper to the 3 parishioners who requested the Open Forum.
- 2) Asks the planning team to consider whether more details with regard to planning matters under consideration at a parish council meeting should be made publicly available and to propose how this could be done.