

# CHILHAM PARISH COUNCIL

## Minutes (for approval) of the Meeting held at Old Wives Lees Village Hall on 6th August, 2015 at 7.30pm

**Present:** Cllrs Bouzekria, Brennan, Gretton, Heasman, Lulham (Chairman), Marriott and Schofield

**Apologies:** Cllr Rooke-James

**In Attendance:** Mr G Dear (Clerk), Boro Cllr Dehnel, 2 members of the public

**Prior to the meeting Cllr Lulham reported that Lindsay Heasman had applied to fill one of the vacancies on the parish council and had been co-opted following an interview with councillors.**

### 8/1 Apologies

Cllr Rooke-James had advised the clerk that he could not attend for business reasons.

Boro Cllr Dehnel had advised the clerk that he would be arriving later in the meeting after attending a parish council meeting at Molash.

### 8/2 Minutes of the meeting held on 2nd July 2015

The minutes were signed as a true record with one amendment.

### 8/3 Matters arising from the Minutes

(7/3) KALC - Learning & Development - Template Training Policy and Plan:

The clerk was asked to hold this for consideration by the new council elected in May.

*The clerk will include this on the agenda of the September meeting.*

(7/3) Councillors Expenses:

It was noted that the parish council had agreed to fund a councillor's expenses budget with effect from 2015/16 financial year. After consideration, it was recommended that the new council should:- 1) formally adopt a policy based upon the details in the paper; 2) request that the Resources Committee draft a policy for consideration. The clerk was asked to bring this recommendation to the attention of the new council.

*The clerk had obtained copies of model procedures from KALC and ABC.*

*The clerk will include this on the agenda of a future meeting – September to be considered.*

(7/3) KALC Event Announcements: New Councillor Inductions, 25 June, 21 July & 30 July

The meeting agreed to defer a decision on places to book until the July meeting after it had made a decision on filling vacancies. The clerk had contacted KALC and reserved places on 21 July and 30 July events.

*Cllrs Brennan and Gretton had been booked on these events but cllr Gretton had not been able to attend due to Operation Stack.*

*Cllr Schofield was asked to distribute the training material from the event she had attended and this was being passed between councillors.*

(7/4) The Planning Inspectorate – Byway Open to All Traffic AE429 at Chilham – Notification of Public Inquiry

The clerk had notified the planning inspectorate that the parish council would speak, give evidence and contribute to the inquiry.

*The clerk was asked to include an item on the agenda of the September meeting to consider the councils involvement in the inquiry.*

(7/4) Mid Kent Downs Countryside Partnership – Perrywood Management Steering Group – invitation to select a representative

*The clerk had accepted the invite and advised that the representatives would be cllrs Bouzekria and Lulham.*

(7/4) Kent Film Office - Kent Film Office Tudor Trail - Heritage Locations – Request for Chilham to be included

*The clerk had responded advising that council had no objection to Chilham being included.*

(7/4) KCC - KCC Consultation on Kent's "Drainage and Local Flood Risk draft Policy Statement"

*Cllr Lulham had drafted and submitted a response after consultation with other cllrs.*

(7/4) KALC/PCC/Chief Constable/ SECAMB Events - 22 July and 23 September

*The clerk had reserved a place on the 23 September event.*

*The clerk had included an item on the August agenda to consider questions to be submitted in advance of the event.*

(7/8) Independent Review:

Agenda items would be included on the next 2 meetings to consider the 11 recommendations set out for the new council.

*Cllr Lulham had liaised with councillors and brought proposals to this meeting for consideration.*

(7/8) Emergency Plan:

The retiring council had drawn up a draft Emergency Plan. Cllr Rooke-James was asked to propose next steps for this document for consideration.

*This will be on the agenda for the September meeting.*

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(7/8) Sawmills Development s106 Developers Contribution:

The retiring council had established that advice on considering the allocation of s106 developer contributions in respect of the Sawmills development could be obtained by the new council from Kingsnorth, Great Chart and Singleton parish councils.

*The clerk had contacted these parish councils and arranged a meeting with them that had been attended by himself and cllr Lulham.*

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

(7/8) Station Car Park:

Cllr Dehnel agreed to support the parish council in resolving this issue following a briefing.

*The clerk had put an item on the agenda of the August meeting to consider a way forward and provide a briefing for the cllr Dehnel.*

### 8/4 Declarations of Interest

Cllrs Lulham and Heasman declared a Disclosable Pecuniary Interest (DPI) in planning application 15/00972/AS. Cllr Schofield declared a DPI in the agenda item re Trees on OWL Green.

### 8/5 Planning

#### Decisions Received from ABC:

15/00687/AS - Outbuilding east of The Small Holding, Long Hill, Chilham - Alterations and conversion of existing building to a single dwelling house – REFUSE

#### Applications Considered:

15/00854/AS - 3 Church Hill, Chilham - Demolition of existing glazed extension, erection of single storey rear extension & raised terrace.

NO OBJECTION

15/00855/AS - 3 Church Hill, Chilham, Canterbury, CT4 8DA - Demolition of an existing glazed extension, removal of internal arch, erection of single storey rear extension and raised terrace.

NO OBJECTION

15/00897/AS - Matthew Farm, Shottenden Road, Chilham - Conversion of barn to dwelling with detached garage; erection of detached garage to serve Matthew Farm

NO OBJECTION but concern regarding sustainability due to isolation from village services and facilities.

15/00898/AS - Matthew Farm, Shottenden Road, Chilham - Conversion of barn to dwelling

NO OBJECTION but concern regarding sustainability due to isolation from village services and facilities.

15/00936/AS - Old House Meadow, Long Hill, OWL - Proposed replacement 2 bay garage

NO OBJECTION

15/00952/AS - Mervyn Crest, Canterbury Road, Chilham - Divide existing property into two dwellings

NO OBJECTION

15/00972/AS - 11 Felborough Close, Chilham - Two storey side extension

NO OBJECTION

Cllrs Heasman and Lulham left the room, did not participate in the debate and did not vote.

15/00984/AS – Underhill, Mountain Street, Chilham – Erection of single storey and rear extension

NO OBJECTION

### [Cllr Dehnel arrived at 07:55pm]

#### Station Car Park Management Scheme:

A copy of the approved car park management scheme and the letter confirming the position agreed with the previous council was included in the meeting papers.

*Council agreed that the clerk should contact Stour Valley Estates with a request for a meeting to continue the dialogue and explore opportunities to ensure a positive outcome for the parish. It was agreed that Cllrs Lulham, Marriott and Boro Cllr Dehnel should attend.*

#### Section 106 Agreements:

A report from the clerk summarising suggestions made at a meeting with 2 parish councils to share their experiences and obtain advice on the allocation section 106 developers contributions had been circulated to councillors prior to the meeting (see Annex A).

Following consideration, council agreed that:-

- 1) the Planning team should progress this issue following the suggested terms of reference set out in the paper.
- 2) a meeting should be held in mid to late September to (a) better understand the section 106 agreement and the funding available; (b) discuss potential schemes that were “in the land of the possible; and (c) plan a local consultation that would take place in early 2016.

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### 8/6 Finance

#### Accounts for 2015/16:

Payments:

The following payments have been made in accordance with minute (7/6) and require formal approval:-

From General Fund:

1967	G Dear	July salary	531.80
1968	G Dear	July expenses	49.37
1969	K Jeffery	July toilet cleaning	275.68
1970	A R Groombridge	OWL Grass Cutting - June	331.20
1972	Canterbury City Council	PC Tips	16.00
1973	D Buckett	Internal Audit	209.00
1974	KALC	Councillor training	25.00
1975	A R Groombridge	OWL Grass Cutting - July	331.20

From Ringfenced funds:

1971	Landscape Supply Co	Recycling Grant-Salt Bin-OWL	364.80
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Total Payments 2,134.05

Cllr Marriott declared an interest in cheque payments 1970 and 1975.

#### Community Broadband:

Cllr Lulham had held discussions with KCC regarding an approach to resolve this matter and recommended that the parish council requested a meeting with representatives from the parish council, KCC and Vfast to agree a mutually acceptable way forward.

Council approved this recommendation.

*The clerk was asked to request this meeting.*

#### Taylors Hill Toilets - Second Responsible Person:

This role needs to be filled to provide backup in situations when the clerk is unavailable. Cllr Lulham had agreed to undertake this role.

#### Taylors Hill Toilets - Maintenance Work Required:

One of the ceiling light fittings in the Ladies toilet is faulty. Ball Contractors, who hold the electrical maintenance contract for the toilets, had inspected and advised that a replacement is required. The clerk had advised the chair of the estimated cost and given the go ahead for the work. It was noted that the expenditure was within the clerks delegated authority.

### 8/7 Correspondence

(8/1) Vfast – Chilham Broadband Tender

Action taken: forwarded to Cllr Lulham and item included on agenda

(8/2) ABC – Parish & Urban Forum – agenda

Action taken: forwarded to Cllr Lulham

(8/3) ABC – Listing of Assets of Community Value – notification of application by CAMRA to include The Star, Old Wives Lees

(8/4) ACR Kent - Rural Affordable Housing as CLT event

(8/5) CPRE Kent - The Kent Show and other events

(8/6) KALC – Inside Track newsletter including latest funding information

(8/7) KALC - Phase 3 & 4 of Operation Stack – request for feedback

*Decision taken: Cllrs were asked to email the clerk with examples of “unintended impacts” in the local area immediately after the meeting so the clerk could collate and forward these to KALC.*

(8/8) ABC - Traveller Encampment: Park Farm, Kingsnorth

(8/9) KALC - Country Eye mobile phone app launch

Action taken: forwarded to Parish Contacts

(8/10) KALC - July Edition of the Parish News

Action taken: forwarded to Parish Councillors

(8/11) KCC - Beat the Street - residential street location request

No action taken – insufficient time (1 week) given to respond

(8/12) KALC - PCC/Kent Police/SECAMB event reminder - 22 July

(8/13) Kent Tree & Pond Partnership - Identifying and managing vegetation in ponds – training

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(8/14) Kent Wildlife Trust - Festival of Wildlife

(8/15) Fields in Trust - Have a Field Day and receive over £150 of free outdoor event goodies

Action taken: forwarded to OWL village hall committee

(8/16) KALC - Smaller Authorities Transparency Fund

(8/17) ACR Kent - Rural Retailer Competition - Please encourage your local shop to enter

*Decision taken: The clerk was asked to advise Chilham Shop that it would support its entry.*

(8/18) Friends of Kings Wood - King's Wood - leaking ponds – offer to speak to council about efforts made by the Friends

*Decision taken: The clerk was asked to forward to Cllr Bouzekria who would make contact and report back with more information.*

(8/19) KCC - KCC welcomes grant applications from rural parishes, to match-fund for bus shelters

*Decision taken: The clerk was asked to investigate potential costs and contact ABC regarding planning obligations.*

(8/20) ACR Kent - Can Village SOS help with your project?

(8/21) KALC - Notes on Neighbourhood Planning

(8/22) ABC – Portable stage offer

Action taken: forwarded to Chilham and OWL village hall committees

(8/23) ABC - Briefing Note on the impacts of the Right to Buy to rural communities

Action taken: forwarded to Cllr Lulham

(8/24) KCC – June Bus Timetable Update

(8/25) Kent Police – New PCSO Angie Burden from August

Action taken: requested contact details

(8/26) KALC - Our Next Big Event at KALC – Finance Conference 22 October

(8/27) KCC - Kent Film Office Newsletter July 2015 - Emmy Nominations and Sports Locations

(8/28) Southeastern - Smart card is to be rolled out on the Southeastern network from December 2016

Action taken: forwarded to Parish Contacts

(8/29) Kent Highways - Gritting Route requests Cobbs Hill and Mulberry Hill, Chilham – confirmation required by 14th April

*Decision taken: The clerk was asked to confirm support provided the gritting of bus routes in Old Wives Lees would not be affected.*

(8/30) KALC Ashford Area Committee – Minutes of 29 July meeting

Action taken: forwarded to Parish Councillors

(8/31) KALC - 2015/2016 Council Tax statistics for Parish and Town Councils

(also included in minutes for 8/30 above)

### 8/8 Governance

#### Independent Review recommendations:

A paper from the clerk setting out a recommendation for approaching the recommendations from the independent review had been circulated to cllrs prior to the meeting together with a copy of the report. As a result it was decided to consider recommendations 2 to 8, leaving 9 to 12 until the September meeting.

The following course of action was agreed.

R2 (Grievance Policy) - CPC should seek KALC/ABC advice re: model grievance policies for future consideration and/or adoption.

*Cllr Dehnel agreed to provide a copy of the Kingsnorth parish council grievance policy.*

R3 (Need to Know Policy) - CPC should consider the Policy Guide obtained from Hoey Ainscough Associates, with reference to its existing Need to Know Policy, and adopt a revised policy based on this review by the end of the year.

*The clerk was asked to circulate the information provided by Hoey to councillors.*

R4 (Agendas) - CPC should require, with immediate effect and where practical and appropriate to do so, that all agenda items be accompanied by a short paper identifying the issue(s) for consideration and the options available to the Council. These papers should be made publicly available with the agenda at least one week prior to Parish Council meetings.

R5 (Borough Councillor) - No further action re: Borough Councillor. A quarterly or bi-annual invitation to the County Councillor should be made.

*The clerk was asked to contact Cllr Wickham regarding the frequency of his attendance.*

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R6 and 7 (Parish Councillor Training) - CPC should consider the KALC Template Training Policy and Plan with a view to the adoption of its own Policy by the end of the year.

R8 (Working Together) - CPC should, over the next year, commence a programme of evidence gathering and community engagement with a view to developing a strategic vision and priorities document for adoption by the end of 2016.

It was agreed that a 5 to 10 page document was required setting out the key objectives for the 4 year council term.

### **8/9 Borough Councillor**

Cllr Dehnel reported the following major developments which will have impacts throughout the borough:-

- a) 7,500 new dwellings in Chilmington Green
- b) Junction 10a development
- c) 2nd largest distribution park in Europe
- d) Ashford College redevelopment as a hi-tech college
- e) Elwick Road project incorporating state of the art cinema, bars and restaurants.

He also reported on progress made on the shortlisted sites for the Ashford Local Plan to 2030 and advised he was closely monitoring the planning enforcement issue at Hawkins Rough.

### **8/10 Other Parish Matters**

#### **Correspondence from a resident regarding trees on Old Wives Lees Green:**

The correspondence and a paper providing the background for decisions taken by the previous council had been circulated to councillors prior to the meeting.

*The clerk was instructed to ask the tree warden to review the issues raised, and provide specifications for recommended action that could be taken.*

#### **Questions to be tabled for the Kent Police and Crime Commissioner:**

Cllr Lulham agreed to attend the event on 23rd September and raise the following issues:-

- a) Emergency access in Chilham Square hindered by parked vehicles
- b) Future of the police Outreach Scheme
- c) Rat Runs in Branch Road resulting in unsafe driving in a narrow lane with no pedestrian walkway in the vicinity of a doctors surgery and a childrens play area
- d) Lack of continuity of PCSO's in the parish
- e) Lack of feedback from police to victims following burglaries
- f) Lack of promotion of Neighbourhood Watch schemes

#### **Chilham On Screen project:**

A report from the Filming team and a project summary from the organisers had been circulated to councillors prior to the meeting.

Cllrs were asked to provide the clerk with contact details of parishioners who had been involved in or had experiences to share regarding filming in Chilham.

#### **ABC Parish Forum:**

A report from Cllr Lulham summarising the key points from the forum held on 22nd July had been circulated to councillors prior to the meeting.

#### **Amenity Light in The Street:**

A report from the previous council summarising the background, current status and suggested next steps with regard to replacing the amenity light in The Street had been circulated to councillors prior to the meeting.

*The clerk was asked to contact the owners of the property on which the new light was proposed and request a meeting to discuss their concerns.*

***The meeting closed at 10:09 pm.***

#### **8/11 Date of next meeting**

3rd September 2015 in Chilham 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*.

## CHILHAM PARISH COUNCIL

### ANNEX A: SECTION 106 DEVELOPER CONTRIBUTIONS REPORT FROM THE CLERK

#### BACKGROUND

At the July council meeting, the clerk was asked to contact Great Chart and Singleton and Kingsnorth parish council to request a meeting to share their experiences and obtain advice on the allocation section 106 developers (s106) contributions.

As a result, cllr Lulham and the clerk attended a meeting on 27th July with the chairs of these parish councils.

#### SUMMARY OF MEETING:

Prior to the meeting the clerk provided attendees a summary of the s106 contributions available in respect of the Sawmills development and a copy of the s106 agreement.

The following suggestions were made:-

1. The parish council should maintain an open dialogue with the developer and understand the likely demographic of residents in the development to ensure they benefitted from the use of the s106 monies.
2. Whilst it was agreed that the parish council should make use of ABC purchasing power and other services that it could provide (eg project management, planning and engineering services), it should ensure it was deeply involved in the detailed specification of any projects proposed.
3. The parish council should work with ABC as a team, taking on as much work as possible that could be done locally (eg local consultation) leaving ABC to those tasks where it can add most value.
4. Ensuring any VAT could be reclaimed was considered vital. Assistance should be sought from ABC Finance in this area.
5. The parish council should consult "in the land of the possible". Agreement in principle to any project should first be obtained from ABC and the developer. A local consultation can then be used to develop these ideas further based upon feedback obtained from the community.
6. The parish council should consider setting up a "consultation board". This board could be set up based upon criteria agreed by the parish council with clear terms of reference and involve members from the community who take ownership of the consultation and a communication strategy for disseminating information to parishioners.

#### RECOMMENDATION:

The parish council considers the suggestions made at the meeting and :-

- 1) Elects a team to progress this issue and provides it with terms of reference based upon the suggestions above.
- 2) Agrees a set of objectives and timescales to be met.