
CHILHAM PARISH COUNCIL

Minutes of the Meeting held at Old Wives Lees Village Hall on 4th August, 2016 at 7.30pm

Present: Cllrs Hardisty, Heasman, Lulham (Chairman), Marriott, Rooke-James, Schofield and White

Apologies: Cllrs Linter and Whiting, Boro Cllr Dehnel

In Attendance: Mr G Dear (Clerk), 1 member of the public

8/1 Apologies

Cllr Linter had advised the clerk he could not attend due to holiday.

Cllr Whiting advised the clerk he could not attend due to business commitments.

Boro Cllr Dehnel had advised the clerk he could not attend due to a previous engagement.

These apologies were approved.

8/2 Minutes of the meeting held on 7th July 2016

The minutes were signed as a true record.

8/3 Matters arising from the Minutes

(7/3) Independent Review recommendations:

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. The clerk had obtained a legal topic note from KALC regarding handling complaints that included an outline complaints procedure and details of the ABC complaints procedure. Cllr Dehnel had provided a copy of the Kingsnorth parish council grievance policy.

The clerk will provide this information for consideration at a meeting later in the year.

(7/3) 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 had contacted the owners of the property on which the new light was proposed, established with ABC that a heritage style light fitting would be installed and that highway regulations would allow it to be fitted on a allow a 5m pole. A meeting had been held to address the concerns of the property owner. It was hoped that the modifications suggested by ABC would lead to the property owner agreeing to sign an agreement with ABC to install a replacement street light. The property owner had accepted the modifications and confirmed receipt of the legal agreement from ABC

Update: The property owner has signed the legal agreement and the clerk has requested an outline of what now needs to be done to complete the project.

Update required from the clerk at a future meeting.

(7/3) Proposal regarding toilet cleaning contract:

Following consideration, the clerk was authorised to carry out further investigation into options that could improve the sustainability of the cleaning regime.

The clerk will provide this information for consideration at a meeting later in the year.

(7/3) Parish Caretaker Activities:

A paper setting out potential options for carrying out activities including amenity grass cutting, vegetation clearance, cleaning street signs and highway signs and other maintenance duties permitted by Ashford Borough Council and Kent Highways in the parish had been publicised with the agenda. Following consideration, council agreed to take advantage of the offers from Community Payback and a group of volunteers led by Cllr Hardisty for the benefit of the parish and agree a policy and a budget. Council instructed the clerk to draw up a policy and proposed budget for consideration at a future meeting that covered liability insurance, a list of tasks to be covered, a programme of works, use of equipment and materials. Cllr Hardisty was instructed to liaise with Kent Highways and the clerk with regard to cleaning road signs.

Cllr Hardisty reported that Kent Highways had made equipment available and that he would be cleaning those signs in the parish that did not require a road closure.

Update required from the clerk regarding a policy and proposed budget at a future meeting.

(7/3) A Practitioners Guide to Proper Practices March 2016:

The clerk was asked to update councils governance review policy to refer to this new guide.

Update required from the clerk at a future meeting when section 5 of the guide is available.

(7/5) Response to Draft Ashford Local Plan:

After consideration, Council agreed to hold an extraordinary meeting on 28th July to consider its response. The meeting would be preceded by an Open Forum to allow parishioner to express their views.

Update: The clerk had publicised this meeting via local press, Parish News, noticeboards, website and parish contacts.

(7/7) Swale Borough Council – The Swale Borough Local Plan Consultation
Cllr Lulham agreed to draft a proposed response for consideration at the August meeting.
Update: No response required.

(7/7) Kent Trust for Youth Sport – Funding Opportunities
Update: The clerk had forwarded to parish contacts.

(7/7) Fly a Flag for the Commonwealth
The clerk was asked to investigate the purchase of a flag and had circulated detail of prices to councillors.
The clerk was asked to confirm arrangements for the 2017 event with the school and order a 90in x 54in flag.
Update required from the clerk at the September meeting.

(7/9) Report from Community Engagement working group:
A report summarising overall feedback from the Parish Question Time consultation and recommended next steps had been publicised with the agenda.

Following consideration, Council accepted this report and agreed :-

1) That the Parish Council's new Strategic Plan, a draft of which will be presented to the August meeting, is structured according to those projects and issues for which the Parish Council is directly responsible (e.g. Taylors Hill toilets), those in which it has a partnership role (e.g. identifying suitable projects for s106 developer contributions) and those where the Council can only influence other bodies (e.g. planning and highway maintenance).

Update: There is an agenda item to consider this matter.

2) That the feedback received from the parish consultation exercise directly influences the projects that will be prioritised for action in our Strategic Plan and will guide participation in wider consultation and engagement exercises (e.g. the Ashford Borough Local Plan consultation).

Update: There is an agenda item to consider this matter.

3) That a detailed consultation report setting out a full response to the key issues raised by parishioners is produced for consideration at the September meeting.

Update: There will be an agenda item for the September meeting to consider this matter.

4) That the planning team should meet to rank the s106 scheme proposals and take account of feedback received from the ABC s106 officer.

Update: There will be an agenda item for the September meeting to consider this matter.

(7/10) Station Car Park:

Cllr Marriott was asked to produce a paper for consideration at a future meeting that assessed current activity by the developer against the spirit of the planning condition relating to the station car park. It was agreed that a draft of this paper would first be reviewed by ABC enforcement officers through Cllr Dehnel with the aim of producing a paper that all parties agree with. This paper will then drive the debate on the course of action to be taken.

Update required from Cllr Marriott at a future meeting.

8/4 Minutes of the meeting held on 28th July 2016

The minutes were signed as a true record.

8/5 Declarations of Interest

None.

8/6 Planning

Decisions Received from Ashford Borough Council:

16/00832/AS & 16/00833/AS - Thydon Cottage, The Street, Chilham - Single storey rear extension and erection of open porch over existing door on west elevation
PERMIT

16/00574/AS - Small Steps, 2 Stable Court, Chilham Castle Estate, Chilham - Retrospective planning permission for change of use for an internal garage into a second bedroom, with mezzanine level.
PERMIT

16/00001/AS & 16/00002/AS - Bagham Barn, Canterbury Road, Chilham - Erection of two storey extension to rear of existing tea room to provide additional seating.
WITHDRAWN BY APPLICANT

Applications Considered:

16/01047/AS - Norwinds, Selling Road, Old Wives Lees - Outline application for erection of a new dwelling
OBJECT on the grounds of sustainability with specific reference to the lack of footway with lighting in New Forest Lane. The lack of a footway and lighting was cited as part of the reasons for the dismissal in Appeal Decision APP/E2205/W/15/3139821 relating to a recent planning application in the parish.

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16/01052/AS - Lane House, New Forest Lane, Old Wives Lees - Revision to garage design as approved under 16/00321/AS
NO OBJECTION

16/01091/AS - Sunny View, Goldups Lane, Shottenden - Proposed first floor extension and pitched roofs to existing ground floor
NO OBJECTION

Response to Draft Ashford Local Plan:

A paper setting out a proposed response to this consultation had been publicised with the agenda.

After consideration, Council approved the representations contained in the paper with the following additional comment regarding Policy SP6 – Promoting High Quality Design :

“The Bagham Place development is an example of a recent scheme in our parish where increased housing density apparently came at the expense of design and landscaping quality.”

The clerk was asked to submit the approved representations on behalf of the council.

8/7 Finance

Payments:

The following payments were approved :-

From General Fund:

2092	G Dear	July Salary	405.40
2093	G Dear	July Expenses	23.12
2094	K Jeffery	July Wages	237.71
2095	PHS Group	THT Supplies	81.94
2096	P Hardisty	Sundry expenses	57.91
2097	A R Groombridge	OWL Grass Cutting	348.00
2098	KALC	Councillors Conference	72.00

From Ringfenced funds:

2099	Playsafety Ltd	RoSPA report	159.60
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Total Payments 1385.68

Work Place Pensions:

A paper from the clerk setting out the parish council's responsibilities had been publicised with the agenda.

After consideration, Council approved this report.

8/8 Correspondence

ABC items:-

(8/1) Boundary Commission review

Action taken: notice placed on noticeboards and forwarded to parish contacts

(8/2) Community Grants

Action taken: forwarded to parish contacts

(8/3) Parish Forum – 7th September

Action taken: forwarded to parish councillors

KALC items:-

(8/5) Template Training and Development Policy and Plan

Action required: to be considered later in year for council's training plan

(8/9) Parish News – July 2016

Action taken: forwarded to parish councillors

(8/10) Councillors' Conference - Presentations attached for your attention

Action taken: forwarded to parish councillors

(8/11) UK Power Networks: '105'

Action taken: forwarded to parish contacts

KALC Ashford Area Committee items:-

(8/13) Minutes of the meeting on 13th July

Action taken: forwarded to Cllr Lulham

KCC items:-

(8/15) Kent Waste Disposal Strategy Consultation

Action taken: notice placed on noticeboards

(8/16) Start Of Works Notice- Ashford Road, Chilham (Great Chilham Bridge)- 12th August 2016

Action taken: forwarded to parish contacts

(8/17) Bus Shelter Grant 2016-17

The clerk was asked to investigate what is required to instal a new bus shelter in Old Wives Lees and report back at the September meeting.

(8/18) Temporary Road Closure – Shottenden Road, Chilham, Ashford – 15-19 August 2016

Action taken: forwarded to parish contacts

Southeastern items:-

(8/21) Line between Folkestone and Dover re-open in the autumn

Action taken: forwarded to parish contacts

Other items:-

(8/24) Canterbury District Local Plan

Action taken: forwarded to Cllr Lulham

8/9 Strategic Plan

A draft Strategic Plan based upon Parish Question Time feedback had been publicised with the agenda.

Following consideration, Council accepted the draft report and it was agreed a revised version (including pictures from the engagement events) would be brought to the September meeting for approval.

It was noted that the Consultation report would address the comments submitted via the questionnaires.

8/10 Borough Councillor

Cllr Dehnel was not able to attend to give his report.

8/12 Parish Matters

Report from Cllr Hardisty on volunteer activities:

Cllr Hardisty reported on:

- 1) funding for community activities in relation to ABC / Kent Highway property and local residential property
- 2) a smart phone app that sent fault reports to ABC and Kent Highways (ie litter, dog fouling, potholes, etc)
- 3) working with the community payback scheme to clear footpaths

Council approved the volunteer activity being instigated by Cll Hardisty and thanked him for his efforts.

Council requested that Cllr Hardisty liaised regularly with the clerk to provide up to date information on works planned and undertaken.

Council requested that a paper was tabled for the September meeting setting out the objectives of volunteer activities in the parish and how this volunteering would work.

Latin Field Access:

A paper had been publicised with the agenda.

After consideration, Council instructed the clerk to write a letter to residents in Green Lane clarifying the extent of the public highway and investigate the costs of producing a sign.

Tree Surgery on OWL Green:

A paper had been publicised with the agenda describing recommended tree surgery to trees on the green.

After consideration, Council instructed the clerk to authorise the works.

The meeting closed at 8:43 pm.

7/13 Date of next meeting

1st September 2016 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*.