
CHILHAM PARISH COUNCIL

Minutes (for approval) of the Meeting held at Old Wives Less Village Hall on 3rd August, 2017 at 7.30pm

Present: Cllrs Lester-Davis, Lulham (Chairman), Marriott, Schofield and White

Apologies: Cllrs Heasman and Linter, Boro Cllr Dehnel

In Attendance: Mr G Dear (Clerk), 4 members of the public

8/1 Apologies

Cllr Heasman had advised the clerk she could not attend due to family commitments.

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

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

These apologies were approved.

8/2 Minutes of the meeting held on 6th July 2017

The minutes were signed as a true record.

8/3 Minutes of the meeting held on 27th July 2017

The minutes were signed as a true record.

It was noted that the clerk had been instructed to:-

1) contact Chilham surgery to ensure it was aware of the proposal and get a view on its ability to cope, car parking and any other comments that council should consider when forming its response.

2) contact Kent Highways regarding its recommendations for the development

8/4 Matters arising from the Minutes

(7/4) Latin Field Maintenance:

Summary of previous minutes: A paper proposing options for consideration by council had been publicised with the agenda. Following consideration, council asked Cllr White to: 1) draw up a costed proposal for work required now to bring Latin Field up to an acceptable standard; (*Update: Resolved at January meeting.*) 2) produce a scheme proposal for consideration in the 2017 Parish Question Time consultation to upgrade the equipment provided to better meet current needs with a view to retaining it. (*Update required from Cllr White at a future meeting*)

(7/4) Volunteer Network:

Summary of previous minutes: Council approved the proposed guidelines and instructed the volunteer coordinators to proceed on this basis. Update required from coordinators at the August meeting.

Update: there is an agenda item to consider this matter

(7/6) Norwinds, Selling Road, Old Wives Lees - Single storey rear and side extension (revision to extensions approved under 16/01002/AS):

Update: The clerk had contacted ABC to report disruption caused by building contractors at this site.

(7/7) Payments:

Update: The clerk had complimented A R Groombridge on the quality of grass cutting carried out at Old Wives Lees.

(7/7) Parish Community Grant Application – Chilham School:

Summary of previous minutes: Council agreed to defer a decision pending clarification for concerns that funding core education activities may not be a legitimate use of parish council funds.

Update: the clerk had advised the applicant accordingly and the application had been withdrawn.

(7/7) Parish Community Grant Application – Chilhams Future Delivery Board:

Update: The clerk had confirmed the parish council representatives on the board and asked for notification of meetings but had not received a reply.

(7/8) Consultation on the Main Changes to the Ashford Local Plan to 2030:

Update: The clerk had arranged an open meeting before the end of July so that council could agree its response to the changes.

(7/8) Important Questionnaire for Town and Parish Council's:

Update: The clerk had completed and circulated a response for comment and responded on behalf of the parish council.

(7/8) Overview and Scrutiny at Ashford Borough Council:

Update: The clerk had responded suggesting topics for consideration should include the use of s106 monies and resources available for enforcement.

(7/9) Parish Question Time 2017:

Summary of previous minutes: A paper proposing a response to the questionnaire feedback together with a recommendation for next steps had been publicised with the agenda. Council accepted the paper and:- 1) asked

councillors to notify the clerk of suggested changes to the draft consultation report so that a final report can be approved at the August meeting; 2) instructed the clerk to provide each councillor with their share from the random sample of households so that the interviews can be conducted before the end of August.

Update: The clerk had provided each councillor with their share from the random sample of households. There is an agenda item to consider the matter of the consultation report.

(7/12) Welcome Pack:

Update: The welcome pack was delivered by 23rd July to households in Bagham Place by a councillor together with an invitation to a drop in session at Chilham Sports Centre between 2pm and 5pm on Sat 29th July to meet parish councillors and Parish organisations had been notified so they could attend if they wished.

(7/12) Shottenden Dog Bin:

Summary of previous minutes: Council asked Cllr Linter to review the requirement in the light of work currently being undertaken by ABC Litter and Dog Bin Review and report back at the August meeting.

Update: ABC had advised that the new litter bins would also cater for dog waste and that this would meet the requirement for a dog bin in Shottenden.

(7/12) Old Wives Lees Green:

Summary of previous minutes: A paper reporting a request from a resident for grounds maintenance work to be carried out had been publicised with the agenda. Council approved the section fell of an Elder and instructed the clerk to advise the resident accordingly.

Update: The clerk has arranged for the section fell and advised the resident of the decision.

(7/12) Taylors Hill Car Park Improvements:

Summary of previous minutes: A paper reporting progress made and setting out proposed next steps had been circulated to councillors. Council approved the report and instructed the clerk to sign the licence agreement required with ABC in relation to the new items being installed. The clerk was authorised to make any payments required prior to the August meeting after gaining approval from Cllrs Lulham and White.

Update: The clerk has signed the license agreement and raised cheques for equipment to be installed.

(7/12) Parish Council Vacancies:

Summary of previous minutes: Council agreed to give councillors time to consider their options before making a decision and informing the chair.

Update: There is an agenda item to consider the matter

8/5 Declarations of Interest

None.

8/6 Planning

Decisions Received from Ashford Borough Council:

17/00519/AS - The Bothy, 9 Church Hill, Chilham - Erection of ground floor side and rear extension with first floor accommodation within roof space and rear conservatory.

PERMIT

17/00787/AS & 17/00831/AS - Thydon Cottage, The Street, Chilham - Reconstruction of dangerous garden wall adjacent listed building

PERMIT

17/00733/AS - Dane Street House, Dane Street, Chilham - Change of Use from turnout area for horses to an Outdoor Riding Arena 20 x 40 metres for private use

PERMIT

17/00810/AS - Martens Oast, Lower Ensden Farm, Lower Ensden Road, Old Wives Lees - Change of use of land from agricultural to mixed agricultural/equestrian use; construction of stable block including 2 No stables. Tack room/feed store, tractor & mower store and hard standings, soft landscaping proposals

PERMIT

Applications Considered:

17/00657/AS - Hope View School, Station Approach, Chilham - Installation of 1 No. temporary Portakabin building to be used as an additional science teaching space, increase in student numbers from 30 to 60 and change of use of land to the south to be incorporated into school site.

NO OBJECTION

17/00982/AS - Cherries, Canterbury Road, Chilham - Outline planning application for a single dwelling house with access.

NO OBJECTION subject to confirmation that adequate visibility splays can be achieved, adequate turning for relevant vehicles types and agreement of a properly worked out construction management plan.

The clerk was asked to add construction management plans to the list of topics provided for consideration by the ABC Overview and Scrutiny review.

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17/01050/AS - 2 Mulberry Cottages, Mulberry Hill, Chilham - Front Porch and Single Storey Rear Extension.
NO OBJECTION

Main Changes to Ashford Local Plan:

A paper proposing a response to the consultation had been publicised with the agenda.

Following consideration, council approved the response subject to the clerk contacting Chilham Surgery and Kent Highways as agreed at the meeting on 27th July. [Cllr Marriott voted against the response.]

The approved response can be found in Appendix A.

8/7 Finance

Payments:

The following payments require formal approval:-

From General Fund:

2213	Sustainable Furniture	THCP Improvements	735.00
2214	Codec Facilities Ltd	THCP Improvements	1,041.62
2215	ESE Direct Ltd	THCP Improvements	134.24
2216	G Dear	July salary	542.14
2217	G Dear	July expenses	107.33
2218	A R Groombridge	OWL Grass Cutting	362.40
2219	David Buckett	Independent Internal Audit	209.00
2220	Victory Cleaning	THT-Cleaning	455.52
2221	Ball Contractors	THT-Maintenance	254.70
2222	G Dear	Parish Council laptop	688.98

From Ringfenced funds:

None.

Total Payments 4530.93

The following authorised payments have also been made from the General Fund:-

D/debit Business Stream	THT Waste Water Bill	35.88
D/debit Rentokil Initial	THT Maintenance	64.90

8/8 Correspondence

A paper listing items of correspondence received since the last meeting had been publicised with the agenda. Any action or decisions taken are listed below.

ABC items:-

(8/4) Ashford Heritage Strategy - Consultation Open

Cllr White agreed to respond on behalf of the parish council.

KALC items:-

None

KALC Ashford Area Committee items:-

(8/10) Agenda for Ashford Area Committee meeting 19th July

Action taken: forwarded to Cllr Lulham

KCC items:-

(8/11) Upcoming Cycle Rides and Art Event in Ashford and Canterbury

Action taken: forwarded to parish contacts

(8/12) Kent Film Office - Locations Database - Annual Review

Action taken: advised no significant changes for Chilham

(8/14) Temporary Road Closure – The Street, Chilham (Ashford) – 24-28 July 2017

Action taken: forwarded to parish contacts

(8/15) Notice for Temporary Closure – Soleshill Rd, Chilham, Ashford – 27 July 2017

Action taken: forwarded to parish contacts

(8/16) Urgent Road Closure - Soleshill Road, Chilham – 13th July 2017 (Ashford)

Action taken: forwarded to parish contacts

Southeastern items:-

(8/18) Stakeholder alert - Thameslink Programme - August closures

Action taken: forwarded to parish contacts

(8/19) National Rail Passenger Survey Spring 2017

Action taken: forwarded to parish contacts

Other items:-

(8/21) Protect and Connect campaign - Kent Police
Action taken: forwarded to parish contacts

(8/22) Invitation to a "Social Media" event

The clerk was asked to forward to village hall committees.

8/9 Governance

Co-option Policy:

A paper proposing a policy for co-opting new members to the council had been publicised with the agenda.

Following consideration, council adopted the proposed policy.

8/10 Strategic Plan Priorities

Community Engagement:

Parish Question Time 2017: A paper proposing a consultation report to be distributed to households in the parish had been publicised with the agenda.

Following consideration, Council approved the report and the clerk was instructed to distribute to households via the distribution network.

8/11 Borough Councillor

Cllr Dehnel was not present to give his report.

8/12 Parish Matters

Volunteer Network:

A paper reporting volunteer activities had been publicised with the agenda and this was accepted by council.

Parish Council Vacancy:

A paper setting out a proposed way forward had been publicised with the agenda.

Following consideration, Council agreed to co-opt Robert Dura-May.

The clerk was asked to inform candidates accordingly.

Draft Minutes from Annual Parish Meeting:

The draft minutes had been publicised with the agenda and were accepted as a true record in recognition of the fact that they would be considered for Approval at the 2018 Annual Parish Meeting.

The meeting closed at 8:22pm.

8/13 Date of next meeting

7th September 2017 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*.

APPENDIX A – RESPONSE TO MAIN CHANGES TO ASHFORD LOCAL PLAN CONSULTATION

Chilham Parish Council held an Extraordinary Meeting on Thursday 27th July at Chilham Village Hall to consider its response to the Main Changes to the Ashford Local Plan to 2030. This meeting was preceded by an Open Forum, during which members of the public provided feedback and asked questions.

Although the discussion focussed primarily on Draft Policy S56 - Branch Road, Chilham, members of the public and parish councillors also wish to seek assurances from the borough council that the sites within the parish that have been rejected to date will not feature in the Submission Draft Local Plan in any form.

With specific regard to Draft Policy S56, the parish council raises no objection in principle, subject to the following caveats :-

- 1) That the proposed development is focussed to the south of the site in order to conserve the amenity of neighbouring occupiers and the setting of the listed building to the north on Bagham Road;
- 2) That the proposed development is delivered to the highest possible design standards (taking its cue from the neighbouring Arden Grange development where appropriate) in order to conserve the character and setting of the Chilham Village Conservation Area;
- 3) That the proposed development fully mitigates its impact on local infrastructure and services (notably the doctor's surgery on Branch Road, which is understood to be operating at full capacity at present);
- 4) That detailed consideration is given to traffic management and highway safety solutions for Branch Road, including its junction with the A28 Ashford Road, and that the parish council is fully engaged and consulted on emerging proposals from Kent County Council Highways and Transportation in this regard;
- 5) That the landscaped boundaries to the site are retained and enhanced wherever possible, in order that the development is adequately screened. Particular regard should be had to the proposed site access from Branch Road and the impact of the necessary visibility splays on the treatment of the eastern site boundary;
- 6) That consideration is given to the provision of housing for older people within the proposed development;
- 7) That the parish council is kept fully apprised of emerging development proposals for this site and is given the opportunity to constructively influence these at the pre-application stage.