
CHILHAM PARISH COUNCIL

Minutes (for approval) of the Meeting held at Old Wives Lees Village Hall on 6th April, 2017 at 7.30pm

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

Apologies: Cllrs Heasman and Linter

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

Prior to the meeting Cllr Lulham paid tribute to the contribution Paul Hardisty had made to community life during his brief time in the parish before he sadly lost his life in a road traffic accident and this was unanimously supported by councillors. There was a short period of silence in his remembrance.

4/1 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.

These apologies were approved.

4/2 Minutes of the meeting held on 2nd March 2017

The minutes were signed as a true record.

4/3 Matters arising from the Minutes

(3/3) 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*)

(3/3) Kent Community Speedwatch:

Summary of previous minutes: The clerk was asked to register interest and establish the whereabouts of the equipment used in the past by the PACT group.

Update: The clerk had registered interest and established that the equipment used in the past was no longer available however funding could be obtained for new equipment. There is an agenda item to consider this matter.

(3/3) Shottenden Phone Box:

Summary of previous minutes: Council instructed Cllr Linter to pursue adoption of the kiosk and installing a defibrillator and report back at the March meeting. Cllr Linter reported that the phone box was on private land and that the owners supported the parish council plans. It was hoped that the status of the kiosk and the options available could be confirmed at the April meeting so that a decision could be taken regarding next steps.

Update: Cllr Linter had reported that BT had agreed to retain the telephone kiosk in Shottenden for the time being so plans to adopt are on hold.

(3/7) Event Announcement: Planning Conference 2017, 23 March 2017

Update: The clerk was asked to forward to councillors.

(3/7) Government Housing White Paper - "Fixing our broken housing market"

Update: Cllr Lulham was reviewed the paper and concluded that there was nothing the council could comment on.

(3/7) CPRE Renewal Invitation

Update: The clerk had raised a payment for approval.

(3/7) Air Ambulance – Request for a Grant to cover costs

Update: The clerk had forwarded to parish contacts.

(3/8) Community Engagement:

Summary of previous minutes: A draft consultation leaflet had been publicised with the agenda. Following consideration, council agreed some amendments and instructed the clerk to organise printing and distribution.

Update: The leaflets had been printed and were currently being distributed by the parish distribution network.

(3/8) Volunteer Activities:

Summary of previous minutes: An update on planned activity was provided by Cllr Hardisty including involvement in the Great British Spring Clean planned for 11th March.

Update: The clerk had emailed parish contacts encouraging them to contact Cllr Hardisty and participate.

(3/8) Volunteer Network:

Summary of previous minutes: Council approved the proposal and asked the clerk to work with Cllrs Hardisty, Linter, Schofield and White so that a more detailed proposal could be considered at the April meeting.

Update : There is an agenda item to consider this matter

(3/9) Local Capacity for Key Services:

Summary of previous minutes: Council noted the comprehensive reply from KCC regarding provision of school places and approved the proposal to gather information that could be used to assess performance on accessibility and meeting demand from other key services. Cllr Lester Davis was instructed to gather information regarding Bus and Rail Service from Stagecoach and Southeastern. Cllr Hardisty was instructed to gather information regarding GPO provision from NHS Ashford Clinical Commissioning Group.

Update: There will be an agenda item at a future meeting to consider this matter.

(3/10) Benches in Taylors Hill car park:

Summary of previous minutes: Council approved the proposal and instructed Cllr White to confirm ABC permission to install benches and develop the proposal further so that a decision can be taken at a future meeting with regard to the installation of the benches.

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

(3/10) Parish Welcome Pack:

Summary of previous minutes: Council asked the clerk to work with Cllrs Schofield and Linter to finalise the pack including details provided by village organisations describing what they offer.

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

(3/10) KCC Freight Action Plan consultation:

Summary of previous minutes: Council instructed Cllr Lulham to submit the response including comments received from councillors.

Update: Cllr Lulham had responded on behalf of council.

(3/10) KALC Membership Survey: Council instructed the clerk to submit the response including comments received from councillors.

Update: The clerk had responded on behalf of council.

(3/10) Commonwealth Day celebrations:

Summary of previous minutes: Cllr Lulham reported that Cllr Dehnel would be attending along with pupils from Chilham primary school.

Update: The celebrations took place on the front lawn of Chilham Castle with the kind permission of the owner.

4/4 Declarations of Interest

Cllr Lester-Davis advised he has a Disclosable Pecuniary Interest in planning application 17/00291/AS.

4/5 Planning

Decisions Received from Ashford Borough Council:

16/01531/AS - Land N of Bagham Road and SW of Berry House Lodge, Mulberry Hill, Chilham - Erection of 2No. dwellings with detached garages. Change of use of land to residential.

PERMIT

17/00356/AS - Chilston Farm Lake, Thruxted Lane, Chartham - Prior notification of agricultural development - agricultural building for fish farm

PRIOR APPROVAL NOT REQUIRED

16/01327/AS - Mervyn Crest, Canterbury Road, Chilham - Demolition of existing house and erection of 4 No. Houses

PERMIT

Applications Considered:

17/00291/AS - Vine Cottage, Cobbs Hill, Old Wives Lees - Erection of a single storey rear extension

NO OBJECTION

Cllr Lester-Davis withdrew from the room and did not participate in any discussion on this matter.

17/00311/AS - Garage at 4 Rochester Villas, Lower Lees Road, Old Wives Lees - Conversion of existing garage to two bedroom holiday let

NO OBJECTION

17/00338/AS - 1 Mount Pleasant, Pilgrims Lane, Chilham - Conversion of garage to games room including external alterations

NO OBJECTION

17/00356/AS - Chilston Farm Lake, Thruxted Lane, Chartham - Prior notification of agricultural development - agricultural building for fish farm (Not for comment - for information only)

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17/00417/AS - Norwinds, Selling Road, Chilham - Reserved matters application for details of layout, access, scale, landscaping and appearance pursuant to outline permission granted under 16/01047/AS
OBJECT on the grounds of on the grounds of access constraints and overbearing development subject to ABC's advice on the validity of the original application.

The clerk was instructed to request an explanation of action taken to address flaws in the original application including inaccuracies in the site plan and whether these flaws were sufficient to invalidate the application.

Cllr Marriott clarified his position with regard to this application stating he had received advice that he did not have an Other Significant Interest.

17/00478/AS - Agricultural buildings, Glebe Orchard, Bowerland Lane, Old Wives Lees - Installation of a sewerage treatment plant in connection with 15/1035/AS for conversion to dwelling
NO OBJECTION

4/6 Finance

Payments:

The following payments require formal approval:-

From General Fund:

2166	G Dear	March Salary	409.34
2167	G Dear	March Expenses	124.25
2168	K Jeffery	March Wages	273.71
2169	Victory Cleaning	THT-Maintenance	234.00
2170	Solopress	Parish Question Time Leaflets	135.00
2171	Solopress	Parish Question Time Leaflets	52.00
2172	Record UK	THT-Refurbishment	3595.20
2173	Mg3 Environmental Ltd	THT-Maintenance	96.00
2174	Ball Contractors	THT-Maintenance	158.40
2175	Y White	THT-Refurbishment	97.70
2176	Wealden Wheels	Annual Subscription	250.00
2178	G Dear	Commonwealth Day - Flagpole	130.74
2179	D Marriott	Councillors Expenses	37.80
2180	Ashford Borough Council	Latin Field rent	6.25
2181	A R Groombridge	OWL grass cutting – March	110.40
2182	J H Marsh & Sons	THT-Refurbishment	5019.83
2183	Chilham Village Hall	Hall hire	119.00
2185	HMRC	PAYE payment	790.28

From Ringfenced funds:

2184	CTRG	Parish Community Grant – leaflets	500.00
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Total Payments 12175.90

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

D/debit Southern Water	THT Waste Water Bill	35.88
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Parish Community Grant Application from Chilham Primary School:

A grant application in respect of extra curricula tennis coaching had been publicised with the agenda.

Following consideration, council awarded a grant of £375.

4/7 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.

KALC items:-

(4/1) Upcoming Councillor Events - Spring 2017

Action taken: forwarded to parish councillors

The clerk was asked to forward to Cllr Lester-Davis

(4/2) DCMS Better Broadband Campaign

Action taken: forwarded to parish contacts

(4/6) Event Announcement: Clerks Conference 2017, 07 June 2017

The clerk was asked to enrol for this event.

(4/7) Event Announcement: Councillors' Conference 2017, 08 July 2017

The clerk was asked to forward to Cllr White.

(4/13) Subscription to KALC & NALC for 2017/2018

Action taken: forwarded to parish councillors

The clerk was asked to renew KALC membership.

KALC Ashford Area Committee items:-

(4/15) Agenda for Ashford Area Committee meeting on March 22nd

Action taken: forwarded to Cllr Lulham

(4/16) Draft Minutes - Area Committee 22nd March

Action taken: forwarded to Cllr Lulham

Southeastern items:-

(4/19) January 2018 timetable changes

Action taken: forwarded to parish contacts

(4/20) Easter engineering works/Southeastern re-franchising

Action taken: forwarded to parish contacts

Other items:-

(4/21) Tesco bags of help funding £4000

Action taken: forwarded to parish contacts

(4/22) Kent, Surrey & Sussex Air Ambulance - Book a talk about our lifesaving work

Action taken: forwarded to parish contacts

(4/25) Parish Council Grant Funding – Renewable Energy Feasibility Studies

Action taken: forwarded to parish councillors

(4/26) Community Defibrillators: We want to help...

Action taken: forwarded to Cllr Linter

(4/28) Newsletter from UK Power Networks

Action taken: forwarded to parish contacts

(4/29) South East Water – offer to promote services at local events

Action taken: forwarded to parish contacts

(4/30) Catha's Seat Picnic 29th April 1-3pm

Action taken: forwarded to parish contacts

(4/32) Arbor – Spring 2017

(4/33) Chilham Chase & Chill – Thank you for grant

(4/34) Kent Voice – Spring/Summer 2017

(4/35) Wealden Wheels – Spring Newsletter 2017

Action taken: forwarded to parish contacts

Paul Hardisty – Messages of condolence:-

(4/36) Mayor of Ashford

(4/37) Charing Parish Council

Messages were also received from a number of parishioners.

4/8 Strategic Plan Priorities

Refurbishment of Taylors Hill Toilets:

A paper reporting progress made by the working group on the basis of agreement reached at the January meeting had been publicised with the agenda. The clerk provided a further update at the meeting explaining that refurbishment had been completed.

Following consideration, Council agreed that:

1) J H Marsh & Sons are engaged as maintenance contractors

2) Annual maintenance agreement is signed with Record UK in order to meet warranty requirements for the automatic doors

3) Opening hours are simplified to 8am to 6pm all year

4) The working group conduct a bi-annual maintenance review in May and November each year

The clerk was asked to write a letter to J H Marsh & Sons commending them on their diligent approach to the refurbishment work despite a number of unexpected and unpleasant challenges.

Improving Sustainability of Taylors Hill Toilets:

A paper reporting progress made on the basis of agreement reached at the January meeting had been publicised

with the agenda. The cleaning operation at Taylors Hill toilets had been contracted to Victory Cleaning who will employ the cleaner previously employed by the parish council. There is a legal requirement to provide a feminine hygiene waste unit that is managed to the point of disposal. Estimates from potential suppliers of this service have been obtained and the most competitive quote was received from Initial. Initial have therefore been contacted and asked to provide this service. A review of the new operation will be carried out after one month.

Council approved this report and instructed the clerk to proceed on this basis.

Community Engagement:

A paper reporting progress made had been publicised with the agenda. The finalised consultation leaflet had been distributed to households in the parish with the request that they should be returned to collection boxes in Chilham Post Office or Chilham Shop by 14th April.

Following consideration, council approved this report.

Improving quality of life in the parish:

Volunteer Activities: A report on activities during the previous month and others planned for the coming month had been publicised with the agenda.

Volunteer Network: A paper setting out a proposal for setting up a volunteer network had been publicised with the agenda.

Following consideration, council:-

1) Appointed Cllrs Lulham and Heasman with responsibility for the village of Chilham joining Cllr White (Old Wives Lees) and Cllr Linter (Shottenden).

2) Requested that these councillors form groups to carry out volunteering activities in their village and report back at the May meeting.

3) Approved the following list of authorised activities:- refurbishment of parish council assets; cleaning of borough and county road signs in the parish (with permission); vegetation clearance of parish council land; vegetation clearance of borough and county land and verges (with permission); reporting issues to borough using Report It webpage; reporting highway faults to county using the Kent Highways Report A Problem web page.

4) Requested associated guidelines for these activities for consideration at the May meeting.

5) Requested the first quarterly reports from each group summarising the work carried out in the previous 3 months for consideration at the August meeting.

6) Requested a budget proposal to cover volunteering expenses for consideration at the September meeting.

Road Safety:

Kent Highways Crash Cluster Study: A paper setting out a proposal to seek an urgent update from KCC had been publicised with the agenda.

Following consideration, council approved this proposal and instructed the clerk to contact KCC requesting information on any further action planned in the light of the two fatalities that have occurred within the Parish in the last year and specifically whether KCC plans to bid for the Road Safety Funding made available by national government in respect of the A252.

Community Speedwatch Registration and Training: A report had been publicised with the agenda.

Following consideration, Council decided to put involvement in this initiative on hold as it did not currently address the principle concern in the parish which related to the 50mph limits.

4/9 Borough Councillor

Cllr Dehnel gave his report covering the following matters:

- 1) Successful and potentially landmark outcome of a court case concerning enforcing planning conditions.
- 2) Government pressure to encourage more house building.
- 3) Neighbourhood planning and the associated difficulties.
- 4) Enforcement status with regard to Hawkins Rough and Station Car Park.
- 5) Success of Ashford College in addressing local education needs.

4/10 Parish Matters

Improvements to Taylors Hill car park:

A proposal to install benches and a cycle rack in Taylors Hill car park had been publicised with the agenda.

Following consideration, council approved the proposal, agreed an initial budget of £1000 and instructed Cllr White to proceed on this basis giving priority to the cycle rack and placing a notice in Parish News and local press inviting parishioners to sponsor a bench.

Tree works at Taylors Hill car park:

A proposal had been circulated to councillors prior to the meeting.

Following consideration, council approved the proposal, accepted the estimate from Parish Tree Warden giving authority for him to proceed as soon as possible.

Parish Welcome Pack:

A draft Welcome pack and an update on progress had been publicised with the agenda.

Following consideration, council agreed a number of alterations and instructed the clerk to prepare a final version which could be printed in time for the Annual Parish Meeting.

Cllr Lulham agreed to arrange an evening at the Sports Hall in June for new residents to meet parish councillors and other local organisations.

Rail Service Public Consultations:

A proposed approach to two current rail consultations had been publicised with the agenda.

Following consideration, council approved the proposal and instructed Cllr Lester-Davis to consult with parish councils at Chartham and Wye and report back at the May meeting..

The meeting closed at 9:26pm.

4/12 Date of next meeting

11th May 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*.