
CHILHAM PARISH COUNCIL

Minutes (for approval) of the Meeting held at Old Wives Lees Village Hall on 7th December, 2017 at 7pm

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

Apologies: Cllrs Heasman and Linter

In Attendance: Mr G Dear (Clerk), 2 members of the public

12/1 Apologies

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

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

These apologies were approved.

12/2 Parish Matters

Parish Council Vacancy

Council agreed that this matter should be brought forward.

Having received feedback from councillors following a recent co-option interview, Cllr Lulham proposed that Hugo Hansen should become a co-opted member of the parish council and this was approved.

Cllr Hansen joined the meeting at this point.

12/3 Minutes of the meeting held on 2nd November 2017

The minutes were signed as a true record.

12/4 Matters arising from the Minutes

(11/3) Planning training for councillors:

Summary of previous minutes: Council approved the proposal and asked the clerk to arrange a training session one Saturday morning in November.

Update: the clerk had requested availability from councillors and was now liaising with KALC and village halls to establish the dates in January and February that allowed maximum attendance.

(11/3) Local Flood Risk Management Strategy 2017-2023 - Invitation to Join

Summary of previous minutes: Cllr White agreed to respond on behalf of council.

Update: It was agreed that a response was not necessary.

(11/3) Allocation of s106 monies:

Summary of previous minutes: A paper proposing next steps for the OWL adult gym and Latin Field schemes had been publicised with the agenda. Following consideration, Council approved the proposal and asked scheme promoters to:- 1) confirm the specification of equipment to be installed and installation work required and provide 3 up to date estimates for this, indicating their preferred supplier; 2) confirm the annual cost to keep the scheme sustainable including an allowance to fund replacement when the expected life of the equipment is exceeded; 3) provide evidence that there is sufficient need to justify this use of s106 monies; 4) contact PCSO and Community Warden for their comments on the potential for mis-use of the equipment and anti-social behaviour.

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

(11/6) Budget and Precept for 2018/19:

Summary of previous minutes: Council instructed the clerk to draw up a 3yr budget forecast for 2018/21 and budget proposal for 2018/19 based upon the commitment made by the previous council and the mandate provided by the 2017 Parish Question Time community engagement, ie

- 1) £7500 updating the Parish Design Statement
- 2) £1000 supporting a summer event in the parish (ie Chilham Chase and Chill)
- 3) £500 using social media
- 4) £500 improving its website

for consideration at the December meeting using best available estimates for Council Tax Support and Concurrent Function Grant.

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

(11/7) KALC 70th ANNUAL GENERAL MEETING - 18TH NOVEMBER 2017

Update: The clerk had forwarded to parish councillors.

(11/7) Event Announcement: Crime Prevention And Safety Conference, 07 December 2017

Update: The clerk had forwarded to NhW coordinators.

(11/7) KALC Community Awards Scheme 2018

Update: The clerk had forwarded to parish contacts and suggestions had been received from parishioners.

The clerk was asked to forward the nomination papers to the proposers so they could complete and return them for consideration at the January meeting.

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(11/7) Landscapes of the Mid Kent Downs - Draft reviews

Update: The clerk had forwarded to Cllrs Marriott and White to consider responding.

(11/7) BATTLE'S OVER - A NATION'S TRIBUTE 11TH NOVEMBER 2018 & EARLY UPDATE & NEW GUIDE TO TAKING PART

Update: The clerk had forwarded to Chilham Remembrance Group.

(11/8) Conservation Area Management Plan (CAMP):

Summary of previous minutes: A paper proposing an approach for evaluating tenders for the production of a CAMP had been publicised with the agenda. Council :-

- 1) approved the proposed evaluation with 2 minor amendments.
- 2) awarded the contract to Clague Architects
- 3) instructed the clerk to release the amended paper to all bidders to explain decision, thanking those that have been unsuccessful for responding to the RfT and agree suitable timescales with the successful bidder.

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

(11/8) Allocation of s106 monies:

Summary of previous minutes: A paper providing an update of the current status had been publicised with the agenda. Council approved the report and, for those schemes not completed :-

- 1) requested an update from each scheme promoter by the end of November on the progress they have made including notification of any significant changes, funding plan, evidence of sustainability, and outline timetable for scheme completion.
- 2) agreed to consider the progress made by these schemes at its December meeting so that next steps for each scheme can be agreed with the relevant scheme promoter and an approach agreed to identify schemes for unused s106 monies.

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

(11/8) Promoting Tourism in the parish:

Summary of previous minutes: A paper proposing that council takes ownership of the refurbished tourism board in Taylors Hill car park and adds it to the list of village assets had been publicised with the agenda. Council agreed to :-

- 1) replace the board using a donation from CT & RG group who have obtained match funding from the Ward Councillor's fund and Chilham Chase & Chill profits.
- 2) install and maintain the notice board on the basis that CT & RG will take responsibility for the tourism notices.
- 3) allow the middle panel of the 3 panel board to be available for public notices advertising local events.
- 4) proceed with the purchase and installation of the new board on this basis.

Update: Cllr White reported that the new noticeboard had been ordered.

12/5 Declarations of Interest

Cllr Lulham declared an Other Significant Interest in planning application 17/01629/AS.

12/6 Planning

Decisions Received from Ashford Borough Council:

17/01485/AS - Terra Nova, Pilgrims Lane, Chilham - Erection of chalet bungalow within the grounds of Terra Nova, with associated access improvement to existing drive and provision of additional parking spaces and vehicular turning area.

PERMIT

17/00077/AS - Wisteria House, The Street, Chilham - Listed building consent to paint white the front elevation of the two storey side extension approved under 15/00838/AS.

WITHDRAWN BY APPLICANT

17/01565/AS - 1 Mulberry Cottages, Mulberry Hill, Chilham - Lawful development certificate - proposed - creation of hardstanding for vehicle parking

PROPOSED USE/DEVELOPMENT WOULD BE LAWFUL

Applications Considered:

17/01629/AS - Plot of land south west of Hillside, Canterbury Road, Chilham - Outline planning application for four dwellings with associated parking, access, landscaping and infrastructure works.

OBJECT on grounds of dwellings positioned too close to the A28 and concerns over safe access to and from the A28 close to a dangerous road junction.

Cllr Lulham withdrew from the meeting and did not participate in any consideration of this matter.

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17/01694/AS & 17/01695/AS - Chilham Water Mill, Ashford Road, Chilham - Demolition of office block; alteration extension and conversion of welfare block and garage to form office and game keepers accommodation; alteration and conversion of side mill building to form 2 bedroom live work unit; conversion of generator building to form 4 bedroom house; refurbishment of stable block to form fishing store; rebuilding of fishing shelter and construction of new stand alone wc block.

NO OBJECTION

17/01768/AS - The Threshing Barn, Shottenden Road, Shottenden - Erection of new brick and flint boundary wall. New three bay garage building.

NO OBJECTION

12/7 Finance

Payments:

The following payments were approved.

From General Fund:

2253	G Dear	November salary	542.14
2254	G Dear	November expenses	228.98
2255	P Vogel	THCP tidy up	340.00
2256	Hart Lee Tree Surgery	OWL Green maintenance	708.00
2257	Seiretto	Domain renewal	213.60
2258	Victory Cleaning	THT-Cleaning	373.92
2259	OWL Village Hall	Hall hire	18.00
2260	Canterbury City Council	PC Tips	16.00
2261	G Dear	Consultation Report	304.00
2262	D Kennett	Chilham Planters	11.90

From Ringfenced funds:

None

Total Payments 2756.54

The clerk was authorised to arrange payment of the parish community grant awarded to the xmas tree working group subject to adequate proof of expenditure.

Budget Report for 2017/18:

A paper including projected performance against budget for 2017/18 had been publicised with the agenda. The projection was based upon actual income and expenditure from the accounts as at 2nd November and indicated a small surplus of £347 after taking into account grant payments totalling £4575.

Following consideration, Council accepted this report and agreed to adhere to council policy with regard to future grant payments, ie.

a) current levels of support for wholly voluntary services should continue as previously;

b) funding for trading entities, even where they are provided through voluntary labour should be limited to affordable levels consistent with grant income received.

3 year budget proposal for 2018/19 to 2020/21:

A paper proposing a 3year budget for 2018 till 2021 and a precept proposal for 2018/19 had been publicised with the agenda. This forecast included the mandate from the Parish Question Time engagement for the precept to be increased in order to spend:-

- 1) £7500 updating the Parish Design Statement
- 2) £1000 supporting a summer event in the parish (ie Chilham Chase and Chill)
- 3) £500 using social media
- 4) £500 improving its website

The forecast showed that, apart from increases for the above in 2018/19, the commitment made by the previous council to limit precept increase to inflation can be met and also provide an average of £1000 each year for discretionary expenditure. It was noted that the forecast assumes a budget of around £1500 each year for parish community grants compared with a projected total of £4575 for 2017/18. On this basis the precept for 2018/19 would be £37123, an increase of £10,625 on 2017/18.

Following consideration, council accepted this forecast and asked the clerk to finalise the 3yr budget and precept requirement for 2017/18 for approval at the January meeting on this basis.

Parish Community Grant Application – Chilham Seniors:

A grant application had been published with the agenda.

Following consideration, Council approved a grant of £500.

12/8 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:-

(12/2) Ashford Annual Forum

Action taken: forwarded to parish councillors

KALC items:-

(12/9) KALC response to DCLG Consultation - Planning for the right homes in the right places

Action taken: forwarded to parish councillors

(12/10) NALC demands more power and influence for communities

Action taken: forwarded to parish councillors

(12/11) Help Kent Fire and Rescue Service - consultation

Decision taken: The clerk was asked to forward to parish contacts to respond.

(12/12) KCC Parish Seminar Presentation

Action taken: forwarded to parish councillors

(12/13) HAVE YOUR SAY: Kent Police and Crime Commissioner's Annual Policing Survey

Decision taken: The clerk was asked to forward to parish contacts to respond.

(12/14) Website and Signing up for the Bulletin and Funding Alerts - Funding for All

Action taken: forwarded to parish contacts

(12/16) KCC Volunteer Support Wardens: New prospectus and letter

Decision taken: The clerk was asked to include a question on this matter in Parish Question Time 2018

(12/20) GDPR WORKSHOPS

Decision taken: Decided not to respond

KALC Ashford Area Committee items:-

(12/25) Agenda for the KALC meeting on November 22nd

Action taken: forwarded to Cllr Lulham

(12/26) Minutes from Ashford Area Committee meeting

Action taken: forwarded to Cllr Lulham

KCC items:-

(12/27) Temporary Road Closure – Chilham Level Crossing, Mystole Lane, (Ashford) – 26-27 November 2017

Action taken: forwarded to parish contacts

(12/29) Temporary Closure – Chilham Mill Level Crossing, Chilham, Ashford – 26 November 2017

Action taken: forwarded to parish contacts

Southeastern items:-

(12/32) Southeastern request for feedback - is every journey taken care of?

Action taken: forwarded to Cllr Lester-Davis to respond

Other items:-

(12/38) Applause Outdoors 2018 new season

Action taken: forwarded to parish contacts

12/9 Strategic Plan Priorities

Allocation of s106 monies:

A paper providing updates received from scheme promoters had been publicised with the agenda.

Following consideration, Council :-

1) agreed that another meeting was required with the s106 officer to review the updates provided, answer questions raised and agree any further information required before s106 monies could be drawn down.

2) asked Cllr Schofield to distribute a questionnaire to collect views on 3 possible options for the Adult Gym on Old Wives Lees Green.

3) accepted the proposal from Cllr White, based upon the results of her questionnaire, not to use s106 monies to fund work at Latin Field.

4) asked Cllr White to draw up a proposal to bring the equipment in Latin Field up to the required level and address any matters raised by the recent RoSPA report using ringfenced funds for consideration at a future meeting.

5) asked the clerk to request proposals for outstanding s106 monies

Conservation Area Management Plan (CAMP):

A paper setting out Clague Architects request for a questionnaire to be completed and the suggestion that a date early in the new year should be agreed for an inception meeting had been publicised with the agenda.

Following consideration:-

- 1) Cllr White was asked to make a start at completing the questionnaire and circulate to councillors for them to add their comments.*
- 2) The clerk was asked to confirm the timescales for completion as some questions required research to answer.*

12/10 Borough Councillor

Cllr Dehnel was not present to give his report.

The meeting closed at 8:10pm.

12/11 Date of next meeting

Thursday 4th January 2018 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*.