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## CHILHAM PARISH COUNCIL

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### Minutes (for approval) of the Meeting held at Old Wives Lees Village Hall on 3rd October, 2019 at 730pm

**Present:** Cllrs Lester-Davis, Lulham (Chairman) , Marriott, Martin, Meaden, Schofield, Spencer-Tanner and White

**Apologies:** Cllr Linter

**In Attendance:** Mr G Dear (Clerk), Boro Cllr Charles Dehnel, 3 members of the public

#### 10/1 Apologies

Cllr Linter had advised the clerk he could not attend due to illness.  
These apologies were accepted.

#### 10/2 Minutes of the meeting held on 5th September 2019

The minutes were signed as a true record.

#### 10/3 Matters arising from the Minutes

(9/4) New Data Protection Laws:

Summary of previous minutes: Council agreed that Councillors review the documents produced so far, provide any comments directly to the clerk, and instructed the clerk to produce final versions of the action plan, audit questionnaire and internal register for review at the May meeting. The clerk was in the process of producing final versions of the action plan, audit questionnaire and internal register for review at the June meeting.

*Update: This had been deferred to the future meeting.*

(9/4) Template Learning & Development/Training Policy and Plan and Training Budget

Summary of previous minutes: The clerk was instructed to take this into account as part of the outstanding action on this matter.

*Update: To be considered at a future meeting.*

(9/4) Communication Policy:

Summary of previous minutes: Work had started reviewing and understanding how council currently engages with its parishioners and that a paper would be produced for consideration at a future meeting.

*Update: To be considered at a future meeting.*

(9/4) Emergency Plan:

Summary of previous minutes: Council:- 1) appointed an Emergency Planning team comprising Cllrs Lulham and Glancy with initial responsibility to develop an emergency plan and letter to residents based upon these first drafts making use of support available from Ashford Borough Council; 2) asked the Emergency Planning team to produce a project plan to achieve this goal for review at a future meeting.

*Update: To be considered at a future meeting.*

(9/4) New March 2019 Governance and Accountability for Smaller Authorities in England 2019:

*Update: Financial Regulations to be updated by clerk and reviewed at a future meeting.*

(9/4) Promoting Tourism in the parish:

Summary of previous minutes: A paper had been published with the agenda explaining the current status of a project to review signage in the parish. Council decided that:- (1) the project should be reinstated and follow up actions on the findings of the original meetings reviewed and taken further with firm proposals and costings on how the signage should now be addressed and progressed; (2) the committee should be re-convened and a meeting held to agree on future approach and actions to take the project forward.

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

(9/4) Harvest House:

Summary of previous minutes: It was noted that 19/00483/AS (Harvest House, Branch Road, Chilham - Full Planning Application for the Erection of 11No. Two Storey Dwellings with Associated Access, Parking, Private Amenity Space and Landscaping and Provision of 4no. Additional Parking Bays for Use in Association with Existing Surgery) would be taken to planning committee for a decision, that the clerk was chasing up the parish council offer to work with the agent to address its concerns regarding the proposed development.

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

(9/4) A252 Safer Roads Fund scheme presentation:

Summary of previous minutes: It was agreed that Cllrs Lulham and Marriott would attend.

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

(9/8) Draft Kent and Medway Housing Strategy 2019-23 - consultation deadline 12 noon on 9 September

*Update: The clerk had forwarded to Cllr Martin.*

(9/8) Bringing the NHS Long Term Plan to life in Kent and Medway: Your invite to one of four events

*Update: The clerk had forwarded to Cllr Martin.*

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### (9/9) Conservation Area Management Plan:

Summary of previous minutes: Council agreed to the approach set out by Mr Carter and the initial suggestions, and asked Cllrs Lulham and Lester-Davis, with support from the clerk and Mr Carter, to produce a paper for consideration at the October meeting that proposes:-

- 1) a draft response that addresses each of the matters raised by Mr Carter
- 2) a draft comment form for the CAMP consultation
- 3) a draft list of questions for the CAMP consultation
- 4) a title for the sister document
- 5) a consultation plan

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

### (9/9) Highway Improvement Plan:

Summary of previous minutes: Council instructed Cllrs Martin and Spencer-Tanner to :-

1) consider these proposals and agree a list of 10 highway improvements to take forward which are then documented in the HIP template provided identifying the location, problem and suggested remedy; 2) for each highway improvement:- (a) use the crash data of the site(s) to assess its road safety record as Good, Average or Poor; (b) assess the current risk of a major injury as High, Medium or Low; (c) assess the current risk of a minor injury as High, Medium or Low; (d) assesses the likely cost of the suggested improvement plan as High, Medium or Low; (e) use the above assessments to produce a prioritised list. [Note re (b) and (c): known future developments should be considered where relevant]; and produce a paper for consideration at the October meeting.

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

### (9/9) Parish Council Website:

Summary of previous minutes: Council instructed Cllrs Schofield and Spencer-Tanner to assess the Parish Council Website option in order to be able to bring a paper to a future meeting that :- 1) sets out a proposed outline design for a new parish council website (ie a list of pages and description of intended content); 2) proposes a project plan to implement the chosen option

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

### (9/11) Consultation re BT Payphones:

Summary of previous minutes: Council agreed to adopt the payphone in Shottenden, and also adopt the payphone in Old Wives Lees subject to the required approvals from Canterbury diocese and Old Wives Lees village hall committee, and evidence of community support.

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

### (9/11) Stephen Dehnel Commemoration:

Summary of previous minutes: Council agreed to install a bench in the churchyard subject to the required approvals from Canterbury diocese and St Mary's PCC. It was also decided that, in addition to a plaque in remembrance of Stephen Dehnel, there should be a second plaque in remembrance of Jim Smith (former parish councillor, borough councillor and Mayor of Ashford) who had recently passed away.

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

### (9/11) Asset Maintenance:

Summary of previous minutes: Council agreed that: (1) councillors in each village should carry out any outstanding asset inspection before 27 September so that an updated report can be considered at the October meeting. (2) Cllrs Schofield and Spencer-Tanner should assess the Old Wives Lees Green and Latin Field play area inspection reports and bring a proposal of work required to the October meeting. (3) the clerk was instructed to request the annual electrical inspection for Taylors Hill Toilets.

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

## 10/5 Declarations of Interest

Cllrs Lulham and Spencer-Tanner declared an Other Significant Interest in planning application 19/01342/AS.

## 10/6 Planning

### Decisions Received from Ashford Borough Council:

19/00810/AS - Yeomans House, Lower Lees Road, Old Wives Lees - Single storey side extension to form annex; Demolition of existing garage & construction of replacement; Formation of new vehicle access.

WITHDRAWN BY APPLICANT

19/00964/AS - Tudor Lodge Gift Shop, The Square, Chilham - Change of use from A1 (retail) to C3 (residential)  
REFUSE

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### Applications Considered:

19/00741/AS - Glebe Orchard, Bowerland Lane, Old Wives Lees - Erection of detached garage unit with secure storage/bicycle store and change of use of land to incorporate into residential curtilage. (Note change of description underlined)

NO COMMENT

It was noted that this application had recently been permitted and the clerk was asked to forward the decision notice to councillors.

19/00890/AS - Highbank, Shalmsford Road, Chilham - Proposed detached garage with home office; extension and conversion of existing outbuilding to holiday let and proposed detached annexe

NO OBJECTION with the request that there should be a condition restricting use of the holiday let to that sole purpose.

19/01331/AS - Soles Hill Farm, Soleshill Road, Chilham - Change of use of cold store to a B2 General Industrial Use

NO OBJECTION

19/01333/AS - Penfield Farm, Perrywood Road, Selling - Demolition of existing barn and Erection of Timber agricultural building

NO OBJECTION

19/01342/AS - Land SE of Plum Trees, Bowerland Lane, Old Wives Lees - Reserved matters application for details of layout, scale, landscaping and appearance for the erection of two detached dwellings with associated access pursuant to outline planning permission granted under 18/01569 /AS

NO OBJECTION (By majority vote - Cllr Martin objected)

***[Cllrs Lulham and Spencer-Tanner left the room and did not participate in the debate on this matter]***

### Planning Appeal Notifications Received from Ashford Borough Council:

18/01180/AS - Land Between Cock Farm and Old Plough Cottage, Soleshill Road, Shottenden - Proposed new dwelling with garden and parking..

*[Note: Council's response to the application was "OBJECT on grounds that the layout, design and appearance is so incongruous with neighbouring properties and does not respect its context including the setting of a grade 2 listed building (Cock Farmhouse)." It now has the opportunity to modify, add to or withdraw its earlier comments.]*

*Council agreed to sustain its original objection and add that this development would be contrary to local plan policies given that Shottenden is not in the list of settlements suitable for development.*

### 10/6 Finance

#### Payments:

The following payments were approved:-

From General Fund:

2458	G Dear	September salary	566.28
2459	G Dear	September expenses	84.07
2460	Victory Cleaning	THT Cleaning	419.66
2461	PKF Littlejohn LLP	External Audit	360.00
2462	A R Groombridge	OWL Grass Cutting - August	391.20
2463	HMRC	PAYE payment	405.80
2465	Old Wives Lees Village Hall	Hall hire	19.80

From Ringfenced funds:

2456	Hags-Smp Ltd	s106 - CPRGT - Play Area	52107.60
2457	Sovereign Sports Ltd	s106 - CPRGT – MUGA	15976.80
2464	T Simms	Parish Community Grant	400.00

Total Payments 70731.21

Note: Cheque payments 2456 and 2457 were approved prior to the meeting by the chair and vice-chair in accordance with council policy for s106 payments.

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

Kent County Council	THT-Electric Bill	113.16
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### Parish Community Grant Application:

A grant application from the Xmas Tree Working Group had been published with the agenda.

*Following consideration, Council approved expenditure of £350 from its community events budget.*

### 10/7 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.

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### ABC items:-

(10/1) Local Council Survey

*Decision taken: Cllrs Lulham, Lester-Davis and the clerk were asked to respond.*

### KALC items:-

(10/7) IT Update on Parish Websites and GDPR Issues

Action taken: forwarded to Parish Councillors

Action required: clerk to incorporate in o/s GDPR action

(10/8) NALC Policy Consultation E-Briefing 10-19 – 5G Mobile Coverage In Rural Areas

*Decision taken: Council supported the NALC objection. The clerk was asked to respond accordingly.*

(10/9) Kent Police - Rural Task Force report

Action taken: forwarded to Parish Councillors

(10/12) Kent Resilience Forum (KRF) Parish Partner Pack

Action taken: forwarded to Cllr Lulham

### KALC Ashford Area Committee items:-

(10/14) Agenda for KALC Ashford Area Committee meeting on 25th September

Action taken: forwarded to Cllr Lulham

### KCC items:-

(10/15) Years One and Two Forward Works Programme (2019/20-2020-21)

Action taken: forwarded to Parish Councillors

(10/16) National Highways & Transport Network - Public Satisfaction Surveys

Action taken: forwarded to Parish Contacts

(10/17) Do you want to have your say about new Asthma services? Workshop 26th September

Action taken: forwarded to Parish Contacts

(10/18) Urgent Road Closure - Withersdane Lane, Molash - 12 September 2019 (Ashford)

Action taken: forwarded to Parish Contacts

(10/19) STO - Byway open to all Traffic, CB207 Chartham

Action taken: forwarded to Parish Councillors

*Decision taken: Council did not object to the downgrade to Restricted Byway. The clerk was asked to respond accordingly.*

(10/20) Parish Seminar - Wednesday 13th November

*Decision taken: The clerk was asked to register Cllr Marriott on this seminar subject to his confirmation of availability before the 12th October deadline.*

(10/21) Off-peak Closures – The Street, Chilham, Ashford – 1-2 October 2019

Action taken: forwarded to Parish Contacts

### Other items:-

(10/23) Young people looking for volunteering opportunities

Action taken: forwarded to Parish Contacts

(10/24) Young man wants to work on a car!!

Action taken: forwarded to Parish Contacts

(10/25) Macmillan Support Cafe and other news

Action taken: forwarded to Parish Contacts

(10/26) Ashford Army Careers Insight Day

Action taken: forwarded to Parish Contacts

(10/27) Nominations open as sponsors announced for Taste of Kent Awards 2020

Action taken: forwarded to Parish Contacts

## 10/8 Governance

### Parish Council Policies:

A paper had been published with the agenda proposing the following policy for voting at meetings:-

*In cases where the chair considers there is clear agreement among councillors regarding the motion being debated, this decision is summarised for the minutes. If no councillor requests a formal vote, the chair will move on to the next matter to be considered.*

*In cases where there is not a clear agreement, the chair will request a formal vote by show of hands.*

*Following consideration, Council adopted this policy.*

(Majority vote by 5 to 2 with 1 abstention. Cllrs Marriott and Martin voted against)

### **10/9 Strategic Plan Priorities**

#### **Allocation of s106 monies – CPRGT Schemes:**

A update from the clerk setting out the progress made regarding CPRGT schemes had been published with the agenda and was accepted by Council.

#### **Allocation of s106 monies – Parish Council Schemes:**

A paper had been published with the agenda proposing the next steps for the wet pour resurfacing for the Old Wives Lees play area and the installation of adult gym equipment.

*Following consideration, Council:-*

- 1) accepted the SSP quote (£10648+VAT) to relay the wet-pour surfacing in Old Wives Lees play area;*
- 2) accepted the Fresh Air Fitness quote (£6733+VAT) to install an adult gym on Old Wives Lees Green;*
- 3) agreed that the adult gym should be located in the tree line backing onto Long Hill;*
- 4) instructed Cllr Spencer-Tanner to proceed with ordering and arranging implementation with support from the clerk.*

*It was also agreed that:-*

- 1) the funding shortfall of c£4657 would be met from the Old Wives Lees play area ring-fenced fund;*
- 2) the 2020/21 budget proposal should include the creation of a ring-fenced fund to ensure the adult gym can be adequately maintained.*

#### **Conservation Area Management Plan:**

A paper had been published with the agenda setting out proposals for the public consultation on the Chilham CAMP and its sister document for the rest of the parish which covered the consultation period, approach to comments and process for agreeing changes.

*Following consideration, Council approved these proposals and authorised Cllrs Lulham and Lester-Davis, with support from the clerk, to proceed on this basis, ensuring comments already received from cllrs were included accordingly.*

### **10/10 Borough Councillor**

Cllr C Dehnel gave his report which contained the following items:-

- 1) A252 Safer Roads Scheme
- 2) Kent Highway work in Goldups Lane
- 3) Bowerland Lane reserved matters application
- 4) Mobile homes being used as permanent residences.

Cllr Dehnel asked for the parish council view on “calling in” the Bowerland Lane reserved matters application to the Planning Committee.

Council voted 4 to 1 in favour of calling the application in with 1 abstention.

***[Cllrs Lulham and Spencer-Tanner left the room and did not participate in the debate on this matter]***

### **10/11 Parish Matters**

#### **Consultation re BT Payphones:**

A paper had been published with the agenda providing an update regarding support for adopting the payphones and approval from the diocese in respect of the payphone in Old Wives Lees.

*Following consideration, Council agreed to proceed with the adoption of both payphones. The clerk was asked to inform BT accordingly.*

#### **Asset Maintenance:**

A paper had been published with the agenda including the latest asset register inspection report together with a proposed course of action.

*Following consideration, Council:-*

- 1) asked councillors to identify the maintenance work that can be carried out by volunteers;*
- 2) instructed the clerk to request and estimate from a local contractor for the remaining work;*
- 3) asked Cllrs Schofield and Spencer-Tanner to assess the recent play area inspection reports and bring a proposal of work required to the November meeting.*

***The meeting closed at 9:16pm.***

### **10/12 Dates of next meeting**

Thursday 7th November in Chilham Village Hall

7:15pm for 7:30pm

**PLEASE NOTE:** All updates reported under Matters Arising are recorded in *black italics*. All agreed actions are recorded in *red italics*.