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## CHILHAM PARISH COUNCIL

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### Minutes (for approval) of the Meeting held at Chilham Village Hall on 5th September, 2019 at 730pm

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

**Apologies:** Cllrs Lulham, Marriott and White

**In Attendance:** Mr G Dear (Clerk), Boro Cllr Charles Dehnel, 2 members of the public

#### 9/1 Apologies

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

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

Cllr White had advised the clerk that she could not attend due to holiday.

These apologies were accepted.

#### 9/2 Minutes of the meeting held on 1st August 2019

The minutes were signed as a true record.

#### 9/3 Minutes of the meeting held on 8th August 2019

The minutes were signed as a true record.

#### 9/3 Matters arising from the Minutes

(8/3) 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 a future meeting.

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

(8/3) Template Learning & Development/Training Policy and Plan and Training Budget

Summary of previous minutes: The clerk was instructed to account for this in the outstanding action on this matter.

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

(8/3) 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.*

(8/3) 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.*

(8/3) 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.*

(8/3) Asset Register:

Summary of previous minutes: A report listing the councils assets had been published with the agenda with a proposal for an annual inspection. Council agreed that:- 1) Cllr Lulham would inspect assets in Chilham; 2) Cllrs Spencer-Tanner and Schofield would inspect assets in Old Wives Lees; 3) Cllr Linter would inspect assets in Shottenden; 4) The clerk would update the register based upon these inspection reports and produce a paper recommending any maintenance work required for consideration by council at a future meeting.

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

(8/3) Road Safety:

Summary of previous minutes: A paper had been published with the agenda describing an invitation from Kent Highways inviting parish councils to develop their own Highway Improvement Plan working with their KCC member. Council decided to take advantage of this invitation, incorporating it into the highways policy approved at the December 2018 meeting and using the guidance provided by Kent Highways to produce a Highway Improvement Plan for the parish. Cllrs were asked to consider the guidance provided by Kent Highways and submit highway improvement suggestions to the clerk.

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

(8/3) 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

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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.*

(8/3) 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 11 No. Two Storey Dwellings with Associated Access, Parking, Private Amenity Space and Landscaping and Provision of 4 no. 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.*

(8/3) Stephen Dehnel Donation:

Summary of previous minutes: Council agreed to spend up to £350 to provide something in the parish dedicated to Stephen Dehnel that would be of benefit to parishioners. Cllrs were asked to provide the clerk with costed proposals with a proven feasibility by 26th July so they could be considered at the August meeting.

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

(8/3) 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.*

(8/3) Communication with parishioners:

Summary of previous minutes: The clerk was asked to obtain tenders to replicate the parish council website using a more up to date design from EIS and one other company, to supplement that already received from VisionICT, so that a tender selection could be considered at a future meeting.

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

(8/7) Social Enterprise Conference - 11 October, Canterbury

*Update: the clerk had forwarded to parish contacts.*

(8/7) Annual Policing Survey

*Update: Cllr Lulham had responded on behalf of the parish council.*

(8/7) Changes to the NHS healthcare system

*Update: the clerk had forwarded to parish contacts.*

(8/9) Allocation of s106 monies:

Summary of previous minutes: An update from the clerk setting out the actions required to progress the parish council schemes to replace the wet pour surfacing at the Old Wives Lees play area and install an adult gym on Old Wives Lees Green was considered. Council accepted the report and Cllr Spencer-Tanner agreed to take responsibility for progressing the parish council schemes.

*Update: Cllr Spencer-Tanner expected to be in a position to submit a paper for consideration at the October meeting.*

(8/9) Conservation Area Management Plan:

Summary of previous minutes: An update on the production by Clague Architects of the document specific the Chilham conservation area and a second document specific to the remainder of the parish and a proposal for next steps was considered. Council :-

(1) accepted the two documents produced by Clague as the basis of a public consultation subject to changes agreed at the extraordinary meeting;

(2) agreed that, in order to review the two documents and agree any changes required to ensure they provide the required guidance, achieve the maximum weight within the planning system, and did not include any factual inaccuracies, Council should review them against the following criteria:- (a) does the management plan for the Chilham conservation area provide the required guidance in a manner easily referenced and understood by developers, the parish council, the borough council, parishioners; (b) does the sister document provide the required guidance in a manner easily referenced by developers, the parish council, the borough council, parishioners; (c) are there any major factual inaccuracies that need to be corrected.

(3) agreed that the objective of the extraordinary meeting should be to (a) agree any final changes required to the documents to make them ready for a public consultation; (b) agree the wording of the consultation invitation including any guidance required for parishioners; (c) agree the arrangements for the public consultation (date/time/venue)

*Update: the extraordinary meeting had been held and there is an agenda item to consider this matter.*

**9/5 Declarations of Interest**

Cllr Spencer Tanner declared an Other Significant Interest in the appeal re planning application 18/01756/AS.

**9/6 Planning**

**Decisions Received from Ashford Borough Council:**

19/00784/AS - 4 Chapel Cottages, Selling Road, Old Wives Lees - Two storey front/side extension, first floor rear extension, installation of rear roof lights over existing ground floor extension and associated alterations (amended description)

PERMIT

**Applications Considered:**

19/01017/AS - Unit 1, Station Approach, Chilham - Change of use from sale of fish and pond equipment and storage of plants and materials to uses within Class B1 and B8

NO COMMENT

19/01026/AS - Hope View School, Station Approach, Chilham - Proposed erection of outbuilding for educational purposes; following removal of existing phone mast and fencing enclosure

NO COMMENT

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

18/01756/AS - Land rear of Myrtle Cottage and Beauwell, Bowerland Lane, Old Wives Lees - Erection of 5-bed detached house with separate garage, parking, amenity space and garden landscaping.

*Council agreed to sustain its original objection with the comment regarding re-siting the telegraph pole.*

*[Note: Council's original response to the application was "OBJECT with the following comments:- 1) the design is obtrusive and out of keeping with the locality; 2) access is dangerous due to limited visibility and turning space into / out of Bowerland Lane; 3) the size of plot quoted in the application is significantly incorrect, it is nearer 0.065 hectare and not 0.9 hectare 4) if consent was given, conditions should be imposed to (a) re-site the telegraph pole that is situated in the proposed access; (b) ensure existing access is maintained for neighbours; (c) provide a turning space for refuse vehicles."]*

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

**9/7 Finance**

**Payments:**

The following payments were approved:-

From General Fund:

2449	G Dear	August salary	566.08
2450	G Dear	August expenses	39.80
2451	Victory Cleaning	THT Cleaning	434.06
2452	OWL Village Hall	Hall hire	19.80
2453	A R Groombridge	OWL grass cutting	391.20

From Ringfenced funds:

2454	Playsafety Ltd	Annual inspections	164.40
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Total Payments 1,615.34

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

None

**Parish Community Grant Application:**

A grant application in respect of installing CCTV equipment in The Square had been published with the agenda.

*Following consideration, Council awarded a grant of £400 subject to the community group providing (1) documentary evidence of any consents required to install the equipment; and (2) support from affected residents and businesses.*

**9/8 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:-

(9/1) Review of polling districts and polling places in Ashford

*Decided no comment required*

(9/2) Mayor of Ashford's Charity Autumn Ball - Saturday 7th September 2019

*Decided not to attend*

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### KALC items:-

(9/10) NALC - May 2019 Election Surveys

*Decision taken: The clerk and councillors were asked to respond individually as requested.*

(9/11) Model Financial Regulations 2019 for England and Wales

*Decision taken: The clerk was asked to update Financial Regulations as required for adoption by Council at a future meeting.*

(9/12) Finance and Transport Conferences – October 2019

*Decided not to attend.*

(9/13) The Public Sector Bodies Web Accessibility Regulations 2018

*Decided no action required on the basis that as these requirements would be met by the work being done to improve the parish council website.*

(9/15) KALC News (August 2019)

Action taken: forwarded to Parish Councillors

(9/16) Draft Kent and Medway Housing Strategy 2019-23 - consultation deadline 12 noon on 9 September

*Decided not to respond. The clerk was asked to forward to Cllr Martin.*

(9/17) KCC Draft Drainage and Planning Policy Statement - Consultation deadline 30 September 2019

*Decided not to respond.*

(9/18) Recycle Week partner materials are live!

*Decided not to respond.*

(9/19) Upcoming ESTHER events- 'what matters to you about your health and social care?'

*Decided not to respond.*

(9/21) Bringing the NHS Long Term Plan to life in Kent and Medway: Your invite to one of four events

*The clerk was asked to forward to Cllr Martin.*

(9/22) Policy Consultation E-Briefing 09/19 - Independent Review Into Local Government Audit

*Decided not to respond.*

### KALC Ashford Area Committee items:-

(9/23) Minutes from the KALC Ashford Area Committee meeting of 24th July

Action taken: forwarded to Cllr Lulham

(9/24) KALC Ashford Area Committee - meeting dates in 2020

Action taken: forwarded to Parish Councillors

### KCC items:-

(9/26) A252 Parish Presentation 25th July 2019

Action taken: forwarded to Parish Councillors

(9/27) Emergency Road Closure - Lower Ensden Road, Chilham - 26 July 2019 (Ashford)

Action taken: forwarded to Parish Contacts

(9/29) KCC Community Transport Grant Scheme 2019-20

*Decided not to respond*

### Other items:-

(9/32) Latest news from the East Kent hospitals and local care improvement programme.

(9/33) The Village Survival Guide and Wealden Wheels

Action taken: forwarded to Parish Contacts

(9/34) Meeting Information Request

Action taken: Cllr Chilton added to distribution list for full council meeting agendas.

(9/35) Southeastern are consulting on proposed changes to our timetable

Action taken: forwarded to Parish Contacts

(9/36) Great British Bark Off - Volunteers needed

Action taken: forwarded to Parish Contacts

## 9/9 Strategic Plan Priorities

### Allocation of s106 monies:

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

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

A paper had been published with the agenda setting out the feedback received from Mr Carter of ABC Planning Policy Dept regarding the status that the Chilham CAMP and its sister document for the rest of the parish documents could have and the process required to achieve this, including some initial suggestions to the matters raised that had been added on how Council could proceed.

*Following consideration, 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*

### **Highway Improvement Plan:**

A paper had been published with the agenda setting out the approach agreed by Council, a list of suggestions received from councillors, and a proposal for next steps.

*Following consideration, 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.*

### **Parish Council Website:**

A paper had been published with the agenda setting out the approach agreed by Council together with potential options for improving the website.

*Following consideration, 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*

### **9/10 Borough Councillor**

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

- 1) Gift Shop change of use – there was an indication that the detrimental effect on the local community would be a reason for change of use to be rejected
- 2) A252 Safer Roads Scheme – ABC was taking a proactive approach and was looking for feedback on how the money could be best spent;
- 3) Planning and Enforcement matters – an update was provided with regard to Harvest House and mobile homes being used as permanent residences.

### **9/11 Parish Matters**

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

A paper had been published with the agenda setting out the options available to Council to retain the payphones in Old Wives Lees and Shottenden.

*Following consideration, 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.*

#### **Stephen Dehnel Commemoration:**

A paper had been published with the agenda setting out an option to provide a bench in the churchyard dedicated to Stephen Dehnel.

*Following consideration, 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.*

**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 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.*

***The meeting closed at 8:50pm.***

**9/12 Dates of next meeting**

Thursday 3rd October in Old Wives Lees 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*.