

---

## CHILHAM PARISH COUNCIL

---

### Minutes (for approval) of the Meeting held at Old Wives Lees Village Hall on 7th February, 2019 at 730pm

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

**Apologies:** Cllr Glancy and Linter

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

#### 2/1 Apologies

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

Cllr Linter had advised the clerk that he could not attend due to medical reasons.

These apologies were approved.

#### 2/2 Minutes of the meeting held on 3rd January 2019

The minutes were signed as a true record.

#### 2/3 Matters arising from the Minutes

(1/3) 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 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.*

(1/3) Annual Review of Risk Assessments:

Summary of previous minutes: Council instructed the clerk to produce additional risk assessments to cover emergency lighting and water hygiene and obtain advice from council's insurer and ABC with regard to best practice regarding health risks.

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

(1/3) 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.*

(1/3) Stowe Cottage - flooding from the road

Summary of previous minutes: Council agreed that this matter should be considered as part of the Highways agenda item to be included on the August agenda. The clerk was asked to forward to parish councillors.

*Update: Cllr Lester-Davis reported that he had notified KCC of residents views regarding the drainage maintenance policy and the standard of reinstatement following works on OWL Green but had not yet received a response. He would provide an update at the March meeting.*

(1/3) Long Hill Kiosk:

Summary of previous minutes: A paper had been publicised with the agenda setting out the next steps to resolve this matter. Council instructed the clerk to:- 1) appoint BTF as its agents in this matter; 2) sign the consent form on behalf of council requesting 14 days notice; 3) request that Southern Water arrange a letter drop to local residents when the work schedule has been agreed.

The clerk had appointed BTF, signed the consent form and requested the letter drop.

The clerk had received the following update "It is proposed to commence the works on the pumping station as from Monday 7th January, with the road closure proposed from 14th January. It is anticipated that the works will be completed by the end of February. Our communications team are planning on distributing a letter to residents."

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

(1/3) 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.*

(1/3) 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.*

(1/6) Contract Renewal:

Summary of previous minutes: Council considered the performance of the current contract holders and confirmed its satisfaction with the performance of these contracts and that no changes are required to contract terms. The

---

## CHILHAM PARISH COUNCIL

---

clerk was also instructed to arrange a deep clean of Taylors Hill toilets before the end of March supported by a specification of the deep clean obtained beforehand.

*Update: A meeting had been arranged to agree the deep clean specification.*

(1/7) Need for volunteer drivers:

*Update: The clerk had publicised via normal channels together with details of the volunteer transport scheme.*

(1/8) Parish Question Time 2019:

Summary of previous minutes: Council agreed to:- 1) compile a set of questions to collect parishioner feedback for inclusion in the CAMP; 2) consider whether there are other important matters that should be covered in PQT2019; so that a draft questionnaire and proposal for PQT2019 can be considered at its February meeting using the same engagement approach as in 2018 and emphasise the ability to respond online.

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

### 2/4 Declarations of Interest

None.

### 2/5 Planning

#### Decisions Received from Ashford Borough Council:

18/00828/AS - Chilham Sports Centre, Branch Road, Chilham - Proposed court-side facility with additional outside Tennis Court with perimeter fencing.

PERMIT

18/01137/AS - Chilham Sports Centre, Branch Road, Chilham - Providing Tarmac footpaths to new MUGA Pitch, Children Play Area, Picnic and Seating area and Tennis Courts.

PERMIT

18/01759/AS - Hambrook House, Hambrook Lane, Chilham - Demolition of existing out-building and single storey rear extension

PERMIT

#### Appeal Decisions Received from Ashford Borough Council:

18/01599/AS - 8 Dovecote Court, Chilham Castle Estate, Chilham - Proposed infill and 2 roof lights (resubmission of planning permission 15/01278/AS)

DISMISSED

#### Applications Considered:

19/00003/AS - 3 Lower Road, Stone Stile Road, Shottenden - Proposed Front Porch and access steps.

NO OBJECTION

19/00122/AS - Owl Cottage, Bowerland Lane, Old Wives Lees - Proposed first floor extension over garage

NO OBJECTION

### 2/6 Finance

#### Payments:

The following payments were approved:-

From General Fund:

2382	G Dear	January salary	552.46
2383	G Dear	January expenses	85.56
2384	Victory Cleaning	THT Cleaning	399.41
2385	OWL Village Hall	Hall hire	19.80
2387	M Froggett	Community Event - Xmas Tree	350.00
2388	G Warner	Trees in Village certificate framing	67.85

From Ringfenced funds:

2386	CPRGT	s106 grant	4,240.00
------	-------	------------	----------

Total Payments 5,647.23

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

None.

### 2/7 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.

ABC items:-

(2/1) Local Plan 2030 Examination Update

Action taken: forwarded to parish councillors

(2/2) Great British Spring Clean!

Action taken: forwarded to parish councillors

*Decision taken: The clerk was asked to publicise via normal channels to assess local interest.*

KALC items:-

(2/15) invitation to the Lord Lieutenant's Annual Civic Service at All Saints Church in Maidstone on Tuesday 12th March 2019

*Decided not to attend.*

(2/17) KCC Public Health Media release: Cold weather warning - Kent urged to keep warm and well

Action taken: forwarded to parish contacts

(2/18) Ethical Standards in local government

Action taken: forwarded to Cllr Lulham

(2/19) South & South East in Bloom

*Decision taken: The clerk was asked to publicise via normal channels to assess local interest.*

KALC Ashford Area Committee items:-

(2/20) KALC Ashford Area Committee meeting 23rd January – Agenda

Action taken: forwarded to parish councillors

(2/21) KALC Ashford Area Committee meeting 23rd January – Minutes

Action taken: forwarded to parish councillors

KCC items:-

(2/23) Kent Minerals and Waste Local Plan 2013-30; Mineral Sites Plan and Early Partial Review

*Decided not to respond*

(2/24) SoWN - 11-02-19 - A252 Canterbury Road, Chilham, Ashford – Renewal

Action taken: forwarded to parish contacts

(2/25) UPDATE: SoWN - 11-02-19 - A252 Canterbury Road, Chilham, Ashford – Renewal

Action taken: forwarded to parish contacts

(2/26) Overnight Closures – A28 Ashford Rd, Chilham & Canterbury Rd, Kennington, Ashford – February 2019

Action taken: forwarded to parish contacts

(2/27) Kent Bus Feedback Portal

Action taken: forwarded to parish contacts

Other items:-

(2/31) "You Can't Pour from an Empty Teapot" - well being sessions AND "Skills for Volunteers" course in January 2019...& Men in Sheds on the way!

*Decision taken: The clerk was asked to publicise via normal channels to assess local interest.*

(2/35) Call for volunteers in Chilham

*Decision taken: The clerk was asked to publicise via normal channels to assess local interest.*

(2/36) Petition to Keep Marks and Spencer High Street, Ashford, Kent open

*Decided not to respond*

(2/37) CPRE Membership Renewal Invitation

*Decided to renew.*

## **2/8 Strategic Plan Priorities**

### **Village Confines Consultation:**

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

*Following consideration, Council agreed to accept to the village confines proposed by ABC.*

### **Draft CAMP:**

A paper proposing the next steps to finalise the CAMP had been publicised with the agenda.

*Following consideration, Council agreed the following plan:-*

- 1) Meeting with Clague and ABC to agree what needs to be done to maximise the relevance of the work done so far to the planning process;*
- 2) Formal parish consultation meeting involving representatives from Clague and ABC to collect feedback from parishioners;*
- 3) Meeting with ABC to review outcome of consultation and agree course of action to produce final documents for approval;*
- 4) Council approves final documents and submits to ABC for endorsement.*

*As a result, Council:-*

- 1) accepted that Parish Question Time 2019 is not the preferred approach to consult on the draft CAMP;*
- 2) instructed the clerk to arrange the meeting between Clague and ABC.*

**Parish Question Time 2019:**

A paper proposing an approach to this years community engagement had been publicised with the agenda.

*Following consideration, Council agreed that Council changes the focus of PQT2019 to obtain parishioners views on :-*

- 1) parish council performance over the last 4 year term;*
- 2) parish council objectives for the next 4 years.*

*Cllrs were asked to submit suggested consultation topics to the clerk by Friday 15th February so that a draft questionnaire could be considered at the March meeting.*

**Allocation of s106 monies:**

The clerk reported that a funding agreement was still expected from the ABC legal team.

**1/9 Borough Councillor**

Cllr Dehnel gave his report covering the following matters:-

- 1) progress made by KCC to address A252 road safety concerns;
- 2) resurfacing of Bagham Junction;
- 3) Hawkins Rough successful enforcement action and further action being taken;
- 4) Globe Theatre at Chilham Castle 17-19 May;
- 5) Chilham Chase 6 July;
- 6) Borough Council elections and proposed focus for next 4 year term on rural areas.

**2/10 Parish Matters**

**Long Hill Pumping Station:**

A paper providing an update on the works including the offer of a recognition payment of £1000 had been published with the agenda.

*Following consideration, Council accepted the report and instructed the clerk to accept the recognition payment and add it to the Old Wives Green ring-fenced fund.*

**Taylors Hill Toilets Risk Assessments:**

A paper proposing risk assessments in relation to emergency lighting and water hygiene had been published with the agenda.

*Following consideration, Council approved the risk assessments.*

**Annual Parish Meeting on 18th April:**

It was noted that the Large Hall at Chilham Village Hall had been booked from 730pm and the meeting will include the presentation of a KALC Community Award to Peter Higgs and refreshments.

*The clerk was asked to publicise using the usual channels.*

***The meeting closed at 8:23pm.***

**2/11 Date of next meeting**

Thursday 7th March 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*.