
CHILHAM PARISH COUNCIL

Minutes (for approval) of the Meeting held at Chilham Village Hall on 7th November, 2019 at 730pm

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

Apologies: None

In Attendance: Mr G Dear (Clerk), Boro Cllr Charles Dehnel, 4 members of the public

11/1 Apologies

None.

11/2 Minutes of the meeting held on 3rd October 2019

The minutes were signed as a true record.

11/3 Matters arising from the Minutes

(10/3) 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: There is an agenda item to consider this matter.

(10/3) 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.

(10/3) 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.

(10/3) 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.

(10/3) 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.

(10/3) 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 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.

(10/3) 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 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.

(10/3) 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.

(10/3) 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

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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.

(10/3) 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: An initial meeting has been held and there will be an agenda item to consider this matter at the December meeting.

(10/3) 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.

(10/7) Local Council Survey

Update: Cllrs Lulham, Lester-Davis and the clerk had responded on behalf of Council.

(10/7) NALC Policy Consultation E-Briefing 10-19 – 5G Mobile Coverage In Rural Areas

Update: The clerk had responded on behalf of Council supporting the NALC objection.

(10/7) STO - Byway open to all Traffic, CB207 Chartham

Update: The clerk had responded on behalf of Council not objecting to the downgrade to Restricted Byway.

(10/7) Parish Seminar - Wednesday 13th November

Update: The clerk had registered Cllr Marriott on this seminar.

(10/9) Conservation Area Management Plan:

Summary of previous minutes: Council approved a 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 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.

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

(10/11) Consultation re BT Payphones:

Summary of previous minutes: Council agreed to proceed with the adoption of both payphones.

Update: The clerk had informed BT accordingly.

(10/11) Asset Maintenance:

Summary of previous minutes: Council considered the latest asset register inspection report together with a proposed course of action and (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.

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

11/4 Declarations of Interest

None.

11/5 Strategic Plan Priorities

Council agreed to consider the following agenda item before the Planning agenda item.

Conservation Area Management Plan:

A paper had been published with the agenda providing an update on 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 agreed the proposals and:-

1) authorised Cllrs Lulham and Lester-Davis with support from the clerk to work with ABC to set up the consultation on this basis;

2) agreed to trial the use of the Planning Policy Decision Table when responding to planning applications;

3) instructed the clerk to ask KALC to run a Planning Conference for the parish council in Chilham Village Hall after the public consultation has been completed to reinforce councillors understanding of the planning system

11/6 Planning

Decisions Received from Ashford Borough Council:

19/00282/AS - Burgoyne, The Street, Chilham - Construction of replacement single storey extension, roof lights, removal of non original chimney stack to rear of property and internal works (amended description)
PERMIT

19/00283/AS - Burgoyne, The Street, Chilham - Construction of single storey extension and roof lights and removal of non original chimney stack to rear of property, removal of internal walls and erection of partition walls at ground floor level; removal of existing wall/openings to kitchen to form new opening
GRANT CONSENT

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.
PERMIT

19/00855/AS - Portland, Green Lane, Old Wives Lees - Single storey rear extension
PERMIT

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
PERMIT

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
PERMIT

Applications Considered:

19/01365/AS - Home Lea, Canterbury Road, Chilham - Erection of three bedroom dwelling; double garage and associated parking
OBJECT on the grounds that it is contrary to the Local Plan policy HOU5 and the parish council ribbon development policy.

19/01371/AS - Land SE of Plum Trees, Bowerland Lane, Old Wives Lees - Variation of condition 5 (access road) of planning permission 18/01569/AS (Outline application for the construction of two detached dwellings with associated access) to change the wording to read "....The dwelling shall not be occupied until...."
OBJECT in order to protect the defined boundaries of residents during construction work

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

19/01372/AS - Land at Stour Lake, Thruxted Lane, Chilham - Fishing lodge with associated access track, parking and landscaping.
OBJECT on the grounds that:-

- The Intergovernmental Panel on Climate Change issue a regular set of models showing how much global warming or sea level rise is likely to occur over the next few decades. Several forecasts vary from a minimum likely rise to a maximum rise. On all occasions when the IPCC have examined the effectiveness of their modelling they have noted that the maximum predicted rates of rise has occurred during any given period. This is relevant because planners have to take advice from DEFRA on how much of an increase to allow for and DEFRA typically rely on median estimations made by the IPCC. These facts are important because the site involved here is only centimetres above critical flood levels, and because flooding here can occur resulting from both high rainfall events and from local rises in the prevailing water table.
- With the increasing frequency and levels of flooding that will occur access to and from the site will progressively become more of a problem.
- The disposal of liquid wastes is always a problem at sites like this and an appropriate management system would have to be instigated and carefully monitored.
- Any built structure made here would need deep and secure foundations, and indeed it might be such that some kind of floating structure would be more advisable.
- This is a very isolated location and the NPPF guidelines prevaricate against new buildings in such locations.
- The application notes that this lodge will be available for renting to fishing groups. As such it would be classed as a business venture and thus it should have a business plan. If the venture proves to be non-financially viable it might then be sold as a house in the countryside. Again, this would be undesirable.
- Since this proposal occupies a rural location it is difficult to believe that both terrestrial and aquatic environmental impact assessments should not be provided.

19/01380/AS - Sunny View, Goldups Lane, Shottenden - Proposed first floor extension and pitched roofs to existing ground floor (resubmission of, and revision to, planning permission 16/01091/AS)
NO OBJECTION

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19/01427/AS - Land rear of Castle View, Lower Lees Road, Old Wives Lees - Outline application for the Erection of 4 No. Dwellings with Associated Landscaping and Parking, with some matters reserved
OBJECT on the grounds that it is contrary to the Local Plan policy HOU5

19/01446/AS - Terra Nova, Pilgrims Lane, Chilham - Demolition of existing garage and erection of bungalow within the grounds of Terra Nova, with associated access and provision of 2 additional parking spaces
OBJECT on the grounds that's it was contrary to the Local Plan policy HOU5

19/01466/AS - Bowerland Oast, Bowerland Farm, Bowerland Lane, Chilham - Single storey side extension
NO OBJECTION

19/01469/AS - Well Cottage, Taylors Hill, Chilham - Repair roof, install 3 No. new conservation rooflights to southern roofslope; install new cupola.
NO OBJECTION

19/01515/AS - Norwinds, Selling Road, Old Wives Lees - Demolition of existing Garage. Proposed new replacement garage with added garden room/home office to rear.
NO OBJECTION

11/7 Finance

Payments:

The following payments were approved:-

From General Fund:

2466	G Dear	October salary	566.28
2467	G Dear	October expenses	103.33
2468	Victory Cleaning	THT Cleaning	405.26
2469	G Dear	BT Payphone adoption fee	2.00
2470	A R Groombridge	OWL grass cutting - September	391.20
2471	Ball Contractors	Annual inspection/remedial work	597.12

From Ringfenced funds:

2472	St Marys PCC	Parish Community Grant	1000.00
2473	Clague Architects	CAMP project	1086.66
2474	AW Glass & Glazing	Latin Field Maintenance	228.00

Total Payments 4379.85

Note: The clerk was asked to withhold cheque 2473 until the December meeting when the consultation versions of the CAMP project documents will have been published.

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

None

Budget and Precept for 2020/21:

A paper proposing an approach for consideration by council had been publicised with the agenda.

Following consideration, council instructed the clerk to draw up a 4yr budget forecast for 2020/24 and budget proposal for 2020/21 based upon the following commitments:

- a) precept increases should be limited to inflation increases (based on previous September C.P.I.), lost grant revenue in respect of council tax support, and expenditure to meet Parish Question Time mandates;*
- b) the parish council should provide funding to meet the cost of maintaining those services for which it has specific responsibility and at current levels;*
- c) current levels of support for wholly voluntary services should continue as previously;*
- d) funding for trading entities, even where they are provided through voluntary labour should be limited to affordable levels consistent with grant income received:*
using best available estimates for Council Tax Support and Concurrent Function Grant.

Parish Community Grant Application:

A grant application in respect of Restricted Byway legal fees had been published with the agenda.

Following consideration, Council agreed in principle to award the grant but asked the clerk to request a written estimate of the legal fees.

11/8 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:-

(11/2) Leader's Briefing – Giving Everyone a Chance to Go Online

Action taken: poster posted on noticeboards

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KALC items:-

(11/6) KALC News (September 2019)

Action taken: forwarded to Parish Councillors

(11/7) Invitation - 13 November: Building flood resilience in Health and Social

Decided not to attend.

(11/8) NALC Policy Consultation E-Briefing 12-19 Independent Review Into Local Government Audit Call For Evidence

Decided not to respond.

(11/9) Proposed new KALC post and KALC AGM 30 November 2019

Decided not to respond.

(11/13) Update for Local Councils & VE Day 75 – 8th May 2020

The clerk was asked to forward to Parish Contacts, Chilham Remembrance Group and St Marys PCC requesting suggestions for events in the parish to participate in VE Day 75 commemorative events..

(11/14) KALC AGM - Saturday 30 November 2019

Decided not to attend.

(11/16) Kent County Council Budget Consultation 2020-21

Action taken: forwarded to Parish Contacts

(11/17) Dynamic Councillor Event - Lenham Community Centre - 23rd November 2019

Decided not to respond.

(11/19) KALC Information Note - IT Update on websites

Action taken: forwarded to Cllrs Schofield and Spencer-Tanner

(11/20) KALC News (October 2019)

Action taken: forwarded to Parish Councillors

KALC Ashford Area Committee items:-

(11/21) Minutes from KALC Ashford Area Committee meeting of 25th September

Action taken: forwarded to Cllr Lulham

KCC items:-

(11/22) Urgent Road Closure - Knockwood Lane, Molash - 8 October 2019 (Ashford)

Action taken: forwarded to Parish Contacts

(11/23) Urgent Road Closure - Knockwood Lane, Molash - 12 October 2019 (Ashford)

Action taken: forwarded to Parish Contacts

(11/24) Urgent Road Closure - School Hill, Chilham - 21 October 2019 (Ashford)

Action taken: forwarded to Parish Contacts

(11/25) Urgent Road Closure - Goldups Lane, Chilham - 22 October 2019 (Ashford)

Action taken: forwarded to Parish Contacts

The clerk was asked to contact KCC commenting on the late notification for these closures.

Other items:-

(11/28) Closure of Little Owls Preschool

Action taken: forwarded to Cllr Lulham

The clerk was asked to contact Little Owls Preschool asking for comment on the matters raised in this correspondence.

(11/29) Council motion request re national community energy campaign

Decided not to respond.

(11/30) Prince's Trust Ashford Team - volunteering their services!!

The clerk was asked to assess the suitability of work in the parish.

11/9 Governance

GDPR Action Plan:

A paper had been published with the agenda proposing an action plan to meet GDPR requirements.

Following consideration, Council accepted the findings in the paper and instructed the clerk to carry out the proposed Action Plan.

11/10 Strategic Plan Priorities

Allocation of s106 monies:

The clerk reported that the process to drawdown s106 monies to pay invoices continued to run smoothly and that a approval for signing contracts for parish council schemes had been requested.

11/11 Borough Councillor

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

- 1) ABC shortlisted for Assisted Housing Award;
- 2) Christmas activities in Ashford;
- 3) Domaine Evremond development in the parish;
- 4) Bowerland Lane development – the officer was awaiting feedback on the application;
- 5) Harvest House application would be considered by ABC Planning Committee.
- 6) Hawkins Rough enforcement progress.

Cllr Dehnel agreed to provide the clerk with a written report prior to each meeting so that it could be published with the agenda.

11/12 Parish Matters

Additional Grounds Maintenance at Old Wives Lees Green:

A paper had been publicised with the agenda describing a course of action following an inspection of trees on the green.

Following consideration, Council approved this course of action and instructed the clerk to arrange for the contractor to undertake the work under the “maintenance of trees, shrubs” element of his contract.

Asset Maintenance:

A paper had been published with the agenda proposing a course of action for the work required that was not being carried out by volunteers.

Following consideration, Council:-

- 1) *selected John Russell & Son to carry out the required work;*
- 2) *asked the clerk to investigate a parish caretaker contract that covers maintenance of parish council assets and propose an annual budget provision for inclusion in the 2020/21 budget exercise.*

Work at The Mount:

A paper had been published with the agenda proposing a course of action fo undertake annual maintenance of The Mount so that this area can be used in future for community events following the success of the WW1 Beacon of Light commemoration.

Following consideration, Council approved expenditure of £1000 from the Community Events budget and instructed the clerk to form a team of volunteers from the local community to assist with the work and arrange for refreshments to be provided from local businesses.

The meeting closed at 9:27pm.

11/13 Dates of next meeting

Thursday 5th December 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*.