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## CHILHAM PARISH COUNCIL

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### Minutes (for approval) of the Meeting held at Chilham Village Hall on 5th March, 2020 at 730pm

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

**Apologies:** Cllr White, Boro Cllr Charles Dehnel

**In Attendance:** Cllr Lester-Davis (Acting Clerk), 3 members of the public

#### 3/1 Apologies

Cllr White had advised the clerk she could not attend due to family commitments.

Boro Cllr Dehnel had advised the clerk he could not attend due to a prior commitment.

#### 3/2 Minutes of the meeting held on 6th February 2020

The minutes were signed as a true record.

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

(2/3) 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.*

(2/3) 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.*

(2/3) 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.*

(2/3) 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.*

(2/3) 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.*

(2/3) 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.*

(2/3) 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.*

(2/3) 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 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.*

## CHILHAM PARISH COUNCIL

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### (2/3) 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.*

### (2/6) NS&I Investment Account:

Summary of previous minutes: The clerk advised Council that the signatories for this account needed to be updated. It was resolved that Cllrs Lulham and Lester-Davis be signatories of the said investment account and that Council requests that account of Chilham Parish Council with National Savings and Investments be changed accordingly.

*Update: The clerk had submitted a request for the account of Chilham Parish Council with National Savings and Investments be changed accordingly.*

### (2/7) Proposed Base Station on Grass Verge on A252 A28, Chilham:

*Update: The clerk had forwarded Council's suggestion that the following sites with less visual impact should be considered: (1) Chilham recreation ground; (2) down by the station or in one of the commercial areas between Station Approach and Meadow Close.*

### (2/8) Planning Policy:

Summary of previous minutes: Cllr Lulham reported that ABC had completed a review of Chilham CAMP representations, had agreed to forward these to the clerk and commented that no structural changes were anticipated in order to address the comments received. It was agreed that Cllrs Lulham, Lester-Davis and the clerk should review the comments received for both the Chilham CAMP and its sister document and bring a paper for consideration at the March meeting.

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

### (2/8) Community Engagement:

Summary of previous minutes: Council decided that: (1) the engagement should follow a similar approach and format as in previous years including the option for parishioners to respond online; (2) the topics for this year would be Crime Prevention, Highway Improvements, Communication with parishioners and parish facilities; (3) Councillors should submit suggested questions for inclusion in the engagement exercise under these topics to the clerk in time for consideration at the March meeting; (4) Any other suggested topics should be submitted to the clerk in the same timescales.

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

### (2/8) Allocation of s106 monies:

Summary of previous minutes: A paper had been published with the agenda providing an update on progress made on parish council schemes. Council: (1) asked the clerk to sign the contract to replace the wetpour at the OWL play area; (2) asked Cllr Spencer-Tanner to address the comments raised by ABC regarding the proposed adult gym equipment.

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

### (2/8) Parish Council website:

Summary of previous minutes: A paper had been published with the agenda providing an update on progress made and a proposal for next steps. Council selected the Premium Plan option provided by Netwise and agreed that the next steps were to agree: (1) an outline design for a new parish council website; (2) a project plan to implement it. It was agreed that the clerk should contact Netwise and make the necessary preparations and provide a questionnaire for councillors to complete with the aim of clarifying Council's requirements before an outline design is agreed.

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

### (2/10) Old Wives Lees Nuisance Incidents:

Summary of previous minutes: A paper providing a report of the Open Meeting held on 17th January and a recommendation for next steps had been published with the agenda. Council accepted the report and asked the clerk to:- (1) arrange another open meeting in the Spring in consultation with our PCSO and Community Warden; (2) arrange a leaflet drop to publicise this meeting and summarise the main findings from the meeting on 17th January, and encouraging parents to join other members of the village to come up with ideas to improve facilities for youth in the area; (3) liaise with the KCC Community Warden in order to contact KCC Youth and Community Service to establish what it can offer.

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

### (2/10) Litter Picking Scheme:

Summary of previous minutes: A paper providing an update on the response from parishioners and a recommendation for next steps had been published with the agenda. Council agreed there was sufficient support

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## CHILHAM PARISH COUNCIL

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to go ahead with the scheme and approved expenditure of up to £250 to buy 30 sets of equipment.

*Update: Cllr White is setting up the scheme on this basis..*

(2/10) Commonwealth Flag Day – 9th March:

Summary of previous minutes: A paper setting out the arrangements made to raise a flag on the front lawn of Chilham Castle and a recommendation for next steps had been published with the agenda. Council endorsed the arrangement made so far noting that Boro Cllr Dehnel had agreed to read the message from the Commonwealth Secretary-General.

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

### 3/4 Declarations of Interest

Cllr Spencer-Tanner declared an interest in planning application **20/0139/AS**.

### 3/5 Planning

#### Decisions Received from Ashford Borough Council:

18/01775/AS - Chrisolme, The Square, Chilham - Replacement of 6 x sash windows on front of house with like for like; repointing of the entire front of property in lime mortar

WITHDRAWN BY APPLICANT

#### Applications Considered:

20/00133/AS - Redthorn, Branch Road, Chilham - Replacement 2m closeboard fencing

OBJECT on the grounds Council wish to see something more sympathetic to the area, eg hedging, as this is the entry to the village.

20/00139/AS - Glebe Orchard, Bowerland Lane, Old Wives Lees - Notification for prior approval for a change of use from B1(c) building into a Residential Dwelling.

OBJECT – The Parish Council notes the objections raised by local residents but its primary concern is that the applicant has provided insufficient evidence to demonstrate that this application qualifies as a B1 use for use of this route of application. Should Council agree to allow this the building should not be occupied until a hammerhead has been built to serve refuse collections.

**[Cllr Spencer-Tanner made a statement regarding this application then left the meeting and did not contribute to the debate]**

20/00182/AS - The Old Roses, Ashford Road, Chilham - Demolition of existing roof and re-construction of a new roof with additional first floor accommodation; Erection of two storey side extension.

NO OBJECTION

20/00190/AS - Clovers, 1 The Street, Chilham - Repairs to a Listed wall including mortar replacement

NO OBJECTION

20/00197/AS - Young Manor Farm, Maidstone Road, Chilham - Emergency repairs to failed timber lintel and re-plastering external face brick walls with lime plaster. Ceiling repair in line plaster and laths

NO OBJECTION

### 3/6 Finance

#### Payments:

The following payments were approved:-

From General Fund:

2507	G Dear	February salary	566.08
2508	G Dear	February expenses	25.26
2509	Victory Cleaning	THT Cleaning	583.87
2510	Orchard Environmental Ltd	THT Water Hygiene	127.20
2511	ACR Kent	Subscription	80.00
2512	CPRE Kent	Subscription	36.00

From Ringfenced funds:

2506	SSP Ltd	s106 payment	6388.80
2513	SSP Ltd	s106 payment	6388.80

Total Payments 14196.01

Note1: Cheque payment 2506 was 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:-

None

**3/7 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:-

(3/2) Invitation to help shape a new vision for Ashford Borough

Action taken: forwarded to Parish Councillors, Cllr Lulham booked on 17March session.

(3/3) Leader's Briefing – Refugee Resettlement Scheme Renewed

Action taken: forwarded to Parish Councillors

(3/4) Funding from the Community Safety Partnership 2020/21

Action taken: forwarded to Parish Councillors

(3/5) VE Day 75th Anniversary

Action taken: forwarded to Parish Contacts

(3/6) Timebank UK - Time4Ashford

Action taken: forwarded to Parish Councillors

(3/7) Leader's Briefing – New Tourism Brochure Helping to Make Memories and VE Day Celebration Plans

Action taken: forwarded to Parish Councillors

(3/8) One You, Ashford - January 2020

Action taken: forwarded to Parish Contacts

(3/10) Knife Crime, Gangs and County Lines Awareness Sessions for Parents/Guardians

Action taken: forwarded to Parish Councillors

KALC items:-

(3/13) KALC NEWS - JANUARY 2020

Action taken: forwarded to Parish Councillors

(3/14) Lord-Lieutenant's Civic Service 2020

Action taken: forwarded to Parish Councillors

*Decision taken. It was agreed that Cllr Schofield and guest should represent the parish council.*

(3/17) KALC CEO Bulletin - Issue 5 - February 2020

Action taken: forwarded to Parish Councillors

(3/18) Highway Improvement Plan - KCC Supplementary note

Action taken: forwarded to Parish Councillors

(3/20) Kent PCC's Spring Newsletter 2020 OPCC/MS/OG/016/20

Action taken: forwarded to Parish Councillors

KALC Ashford Area Committee items:-

(3/21) Minutes of KALC Ashford Area Committee meeting of January 15<sup>th</sup>

Action taken: forwarded to Cllr Lulham

(3/22) Ashford BC Visioning Event, Civic Centre, 3rd February 2020

Action taken: forwarded to Cllr Lulham

KCC items:-

(3/23) Temporary 40 mph Speed Limit – Ashford Road, Chilham, Ashford – 05/02/2020

Action taken: forwarded to Parish Contacts

(3/24) Emergency Road Closure - Shottenden Road, Shottenden - 6 February 2020 (Ashford)

Action taken: forwarded to Parish Contacts

(3/25) Order relating to the diversion of footpath AE5 at Chilham

Action taken: forwarded to Parish Councillors

(3/26) Urgent Road Closure - Shottenden Road, Molash - 28th February 2020 (Ashford)

Action taken: forwarded to Parish Contacts

Other items:-

(3/27) Cleve Hill Solar Power Station – Next Steps

Action taken: forwarded to Parish Councillors

(3/28) Invitation for Community Led Housing Event March

Action taken: forwarded to Parish Councillors

(3/29) Amandas leap of faith!!

Action taken: forwarded to Parish Councillors

(3/30) Love Where You Live | #GBSpringClean 2020

*Decision taken. The clerk was asked to forward to Cllr White..*

(3/31) Supporting letter for Grant application

Action taken: forwarded to Parish Councillors

*Decision taken. Council agreed to provide the requested letter of support.*

(3/32) Wealden Wheels parish contribution

*Decision taken. Council agreed to renew its membership of this scheme.*

(3/34) Camp contract details 1st requested requested by 12 Dec 2019 Transparency on £7.500 spend

*Decision taken. The clerk was instructed to circulate the Independent Internal Auditors opinion to Cllr Marriott together with the email sent to Clague to proceed.*

(3/35) PROPOSED TELECOMMUNICATIONS INSTALLATION AT CTIL302034\_TEF88689 GRASS VERGE ON A252 A28, CHILHAM, CT4 8DU

Action taken: forwarded to Parish Councillors

### **3/8 Strategic Plan Priorities**

#### **Community Engagement:**

A paper had been published with the agenda proposing an approach to the 2020 Parish Question Time.

*Following consideration, Council decided that:*

- 1) Councillors should submit their suggestions to the clerk by an extended deadline of 15th March.*
- 2) Council considers these suggestions at its April meeting in order to agree next steps for the 2020 engagement. It was agreed that one question would concern live streaming of parish council meetings.*

#### **Planning Policy:**

A paper had been published with the agenda providing an update on the public consultation for the Chilham CAMP and its sister document for the rest of the parish which included suggested responses to the representations received in respect of the sister document.

*Following consideration, Council:*

- 1) accepted this update;*
- 2) approved the suggestions for revisions to the draft sister document;*
- 3) instructed the clerk to liaise with ABC on this basis in order to move forward to the adoption process.*

#### **Allocation of s106 monies:**

A paper had been published with the agenda providing an update on progress made on parish council schemes..

*Following consideration, Council:*

- 1) accepted this update;*
- 2) instructed Cllrs Schofield and Spencer-Tanner to proceed with the adult gym scheme subject to the required confirmation being received from ABC.*

#### **Parish Council website:**

A paper had been published with the agenda providing an update on progress made and a proposal for next steps

*Following consideration, Council:*

- 1) accepted this update;*
- 2) asked councillors to complete and return the questionnaire to the clerk by 15 March as a start to producing an outline design for the new website.*

### **2/9 Borough Councillor**

Cllr C Dehnel was not present to make his report.

*The clerk was asked to raise the streetlight removal plans for Cobbs Hill, Old Wives Lees with Cllr Dehnel.*

### **3/10 Parish Matters**

#### **Old Wives Lees Nuisance Incidents:**

A paper providing information received from Ashford Youth Hub and a recommendation for next steps had been published with the agenda.

*Following consideration, Council accepted the report and agreed that the leaflet advertising the next meeting included the request that parishioners attended with positive ideas for improving youth facilities in the parish.*

*The clerk was asked to contact The Community Driving School to establish the potential benefits of its "driving lessons for community work" initiative in the parish.*

#### **Commonwealth Flag Day – 9th March:**

A paper setting out the arrangements made to raise a flag on the front lawn of Chilham Castle and a

## CHILHAM PARISH COUNCIL

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recommendation for next steps had been published with the agenda.

*Following consideration, Council endorsed the arrangement made so far.*

***The meeting closed at 9:15pm.***

### **3/11 Dates of next meeting**

Thursday 4th April 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*.