

---

## CHILHAM PARISH COUNCIL

---

### Minutes (for approval) of the Meeting held at Old Wives Lees Village Hall on 6th February, 2020 at 730pm

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

**Apologies:** Cllr Marriott

**In Attendance:** Mr G Dear (Clerk), Boro Cllr Charles Dehnel, 6 members of the public

**There was an Open Forum at 7.30pm before the Council meeting at which Patrick McGrath of Hatch Mansfield explained the plans for the Winery development in New Cut Road and answered questions.**

#### 2/1 Apologies

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

#### 2/2 Minutes of the meeting held on 2nd January 2020

The minutes were signed as a true record.

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

(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) 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.*

(1/3) 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.*

(1/3) 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.*

(1/3) 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.*

(1/3) 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.*

(1/3) 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

## CHILHAM PARISH COUNCIL

---

meeting.

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

(1/3) 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: There is an agenda item to consider this matter.*

(1/3) 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.*

(1/3) Parish Community Grant Application:

Summary of previous minutes: A grant application in respect of Restricted Byway legal fees had been published with the agenda. Council agreed in principle to award the grant but asked the clerk to request a written estimate of the legal fees.

*Update: The clerk has been informed by the applicant that following advice from KCC no legal will be action so the grant is no longer required.*

(1/3) KALC Community Awards Scheme 2020

*Action taken: The clerk had publicised through the normal channels asking for nominations.*

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

(12/8) Allocation of s106 monies:

Summary of previous minutes: Council agreed that:- (1) the clerk should arrange for the resurfacing of the wetpour at OWL play area to be carried out in the Spring; (2) Cllr Spencer-Tanner should follow up the comments from ABC regarding the adult gym equipment with the supplier.

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

(1/3) Parish Community Litter Picking Scheme:

Summary of previous minutes: A paper had been publicised with the agenda proposing that a community litter pick scheme is set up in the parish. Council:- (1) agreed in principle to a community litter pick scheme in the parish and to advertise it through the usual contact channels to obtain details of willing volunteers; (2) agreed that if sufficient volunteers are forthcoming by the end of January, then a request is made to ABC to provide hi-vis jackets and pickers on the understanding that CPC would need to purchase picking sticks and jackets to make up any shortfall.

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

(1/6) 4 year budget proposal for 2020/21 to 2023/24:

Summary of previous minutes: Council accepted a proposal for precept increases from £29088 in 19/20 to £31891 in 20/21, £34335 in 21/22, £34714 in 22/23 and £35551 in 23/24. An increase of 9.6% in 20/21, 7.7% in 21/22, 1.1% in 22/23 and 2.4% in 23/24.

*Update: The clerk had submitted the Parish Precept and Grant Claim Form to ABC on this basis.*

(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.

*Update: The clerk had invoked the 4th year extension option for the OWL grass cutting and grounds maintenance contracts and made a note to start next year's contract renewal process in October as all contracts would be due for renewal.*

(1/7) Proposed diversion of part of public footpath AE5 at Chilham

*Update: The clerk had responded positively to the 4 specific questions and not raised any objection.*

(1/7) South East Water: Vulnerable Customer research

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

(1/7) Nuisance Behaviour in Old Wives Lees

*Update: the clerk had publicised the matter in Parish News and re-emphasised the need for parishioners use 101 to report this type of incident and contacted PCSO and Community Warden to arrange an open meeting on 17th January. There is an agenda item to consider this matter.*

(1/9) Conservation Area Management Plan:

Summary of previous minutes: Council accepted an update on progress made setting up the public consultations on the Chilham CAMP and its sister document for the rest of the parish and requesting arranging a bespoke planning training event for councillors. This update also included a summary of the key decisions made during the

## CHILHAM PARISH COUNCIL

---

project and a budget update. A further update was requested following the Public Consultation Meeting.  
*Update: There is an agenda item to consider this matter.*

(1/11) Commonwealth Flag Day – 9th March:

Summary of previous minutes: Council instructed the clerk to make similar arrangements for this year's flag raising ceremony and any further action that may need to be taken including publicising the event in Parish News.

*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:**

19/00882/AS - Claremont, Canterbury Road, Chilham - Erection of garage and addition of balcony to rear elevation of dwelling (part retrospective - balcony).

PERMIT

19/01554/AS - Orchard Bungalow, Goldups Lane, Shottenden - Demolition of Existing Bungalow; Outbuilding's and Swimming Pool to be replaced by Five Bedroom Dwelling and Car Barn.

PERMIT

19/01629/AS - Barn 1, North Court Farm, Lower Lees Road, Old Wives Lees - Prior approval for change of use from one agricultural barn and land within its curtilage to one dwelling house and associated operational development

PRIOR APPROVAL IS GIVEN

19/01630/AS - Barn 2, North Court Farm, Lower Lees Road, Old Wives Lees - Prior approval for change of use from one agricultural barn and land within its curtilage to 4 dwelling houses and associated operational development (amended description)

PRIOR APPROVAL IS GIVEN

19/01638/AS - Dane Cottage, Dane Street, Chilham - Demolition and rebuild of existing Annexe to include new link to main dwelling

PERMIT

19/01738/AS - Avalon, Soleshill Road, Chilham - Proposed single storey extension, link first floor extension, and changes to external facing materials

PERMIT

#### **Applications Considered:**

19/01736/AS - Land west of, New Cut Road, Chilham - New Winery and Visitor Centre for Domaine Evremond Winery

SUPPORT in principle with some reservations regarding the external appearance in this AONB setting which may not be sufficiently sympathetic.

20/00039/AS - Land opposite Highdown west of, Mulberry Hill, Chilham - Erection of 2 dwellings

NO OBJECTION subject to further exploration of highway safety measures on Mulberry Hill

This decision was taken following a vote in which the chair exercised his casting vote.

20/00056/AS - Land at Thruxted Marsh Quarry, Mystole Lane, Chilham - Change of Use to Form Aquatic Stock Pond for Use with Fishery Activities (retrospective)

NO OBJECTION

### **2/6 Finance**

#### **Payments:**

The following payments were approved:-

From General Fund:

2496	G Dear	January salary	566.28
2497	G Dear	January expenses	63.02
2498	Victory Cleaning	THT Cleaning	434.06
2500	Y White	Bench maintenance	25.22
2501	G Dear	Website hosting	178.80
2502	G Dear	OWL Play Area Maintenance	19.68
2503	G Dear	OWL Meeting Leaflets	27.70
2504	OWL Village Hall	Hall hire	39.60
2505	Canterbury City Council	PC Tips	16.00

## CHILHAM PARISH COUNCIL

---

From Ringfenced funds:

2495	Sovereign Sports Ltd	s106 payment	19762.80
2499	St Mary's Chilham Parish Mag	Parish Community Grant	329.99
Total Payments			21460.45

Note1: Cheque payment 2495 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

### **NS&I Investment Account**

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.*

### **Parish Community Grant Application:**

A grant application in respect of tennis coaching for primary school children had been published with the agenda.

*Following consideration, Council awarded a grant of £240.*

### **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) Leader's Briefing – Holocaust Memorial Day Exhibition

Action taken: forwarded to Parish Councillors

(2/2) Great British Spring Clean

Action taken: forwarded to Parish Councillors

*Decided to participate in this year's event.*

(2/3) Gypsy and Traveller Accommodation Local Plan - Options Report - Invitation to Join

Action taken: forwarded to Parish Councillors

*Decided not to comment.*

(2/4) Leader's Briefing – Tree Planting

Action taken: forwarded to Parish Councillors

(2/5) Parish Tree Planting - Free Saplings

Action taken: forwarded to Parish Councillors and Parish Tree Warden

*Cllr Meaden agreed to carry out the survey with support from the Parish Tree Warden.*

(2/6) Street Lights

Action taken: forwarded to Parish Councillors

(2/7) Environment and Land Management Newsletter

Action taken: forwarded to Parish Councillors

KALC items:-

(2/8) Parish Highways Improvement Plan

Action taken: forwarded to Parish Councillors

(2/9) Kent County Council Select Committee on Affordable Housing

Action taken: forwarded to Parish Councillors

(2/11) Kent Police - Latest Rural Task Force report & Rural Matters magazine - Winter 2019/20

Action taken: forwarded to Parish Councillors

(2/12) KALC CEO Bulletin - Issue 4 - January 2020

Action taken: forwarded to Parish Councillors

(2/13) Your feedback needed - NHS and Coastal CCGF

*Decided not to comment.*

KALC Ashford Area Committee items:-

(2/15) Agenda for January KALC Ashford Area Committee meeting

Action taken: forwarded to Parish Councillors

KCC items:-

(2/17) Local Account for Kent Adult Social Care - 'Here for you, how did we do?

Action taken: forwarded to Parish Councillors

(2/18) Urgent Road Closure - Shottenden Road, Molash - 24 January 2020 (Ashford)

Action taken: forwarded to Parish Contacts

(2/19) Kent Film Office Locations Newsletter January 2020

Action taken: forwarded to Parish Councillors

Other items:-

(2/20) Proposed Base Station on Grass Verge on A252 A28, Chilham

*Decided to suggest 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.*

(2/22) Local Survey

Action taken: forwarded to Cllr Lulham

(2/23) Volunteer Opportunity at Pilgrims Hospices, Ashford

Action taken: forwarded to Parish Contacts

(2/24) Quick question about community halls

Action taken: forwarded to Parish Contacts

(2/25) Park Wood, Chilham – Management Plan Consultation

Action taken: forwarded to Parish Councillors

(2/26) Rural Kent Membership 20/21

*Decided to renew.*

(2/27) Welcome to 2020 from Open Spaces Society

Action taken: forwarded to Parish Councillors

Late correspondence:-

(2/28) CPRE Kent Membership 20/21

*Decided to renew.*

### 2/8 Strategic Plan Priorities

#### Planning Policy:

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.*

#### Community Engagement:

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

*Following consideration, 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.*

#### 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) 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.*

#### 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 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.*

**2/9 Borough Councillor**

Cllr C Dehnel had provided the clerk with a report which had been publicised with the agenda and forwarded to parish councillors. He presented his report to councillors and answered questions.

**2/10 Parish Matters**

**Old Wives Lees Nuisance Incidents:**

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.

*Following consideration, 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.*

**Litter Picking Scheme:**

A paper providing an update on the response from parishioners and a recommendation for next steps had been published with the agenda.

*Following consideration, Council agreed there was sufficient support to go ahead with the scheme and approved expenditure of up to £250 to buy 30 sets of equipment.*

**KALC Community Award:**

A paper providing an update on the response from parishioners and a recommendation for next steps had been published with the agenda.

*Following consideration, Council agreed that this year's community award should go to Roger Hopkins and Malcom Smith for "their significant contribution, spanning over 50 years, to the successful development of Chilham recreation ground, running the football club and being regular stalwarts of many May Fayres".*

**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 recommendation for next steps had been published with the agenda.

*Following consideration, Council endorsed the arrangement made so far noting that Boro Cllr Dehnel had agreed to read the message from the Commonwealth Secretary-General..*

**Annual Parish Meeting – 16th April:**

A paper setting out the arrangements in previous years had been published with the agenda.

*Following consideration, Council asked the clerk to arrange this year's meeting following the precedent set it previous years.*

***The meeting closed at 9:53pm.***

**2/11 Dates of next meeting**

Thursday 5th 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*.