

Thursday 13 October 2016 at 7.00pm,  
Aylesham House, Dorman Avenue South, Aylesham.  
**SUBJECT TO CONFIRMATION AT THE NEXT PC MEETING**

## **1. Those Present**

J. Cartledge (Chair), B. Oliver, M. Townsend, C. Price, L. Prescott, C. Bryan, T. Johnstone, (Cllrs), M. Sutcliffe (Clerk), Cllr Linda Keen (DDC), T. Johnstone,

## **2. Apologies**

K. Sutcliffe, Cllr S. Manion (KCC),

## **3. General Declarations of Interest**

Pecuniary and Other Significant and Voluntary interests, where applicable, will be made and recorded against each relevant agenda item. Each member will declare their interest and act in accordance with Standing Orders when a relevant item on the Agenda is discussed.

- Updates received from JC and TJ. Copies to be sent to DDC.

## **4. Minutes of Previous meeting on 8 September 2016 and Matters Arising**

BO Proposed and MT seconded that these were a true record - all agreed

## **5. Public Representatives notified to Clerk in advance of the meeting**

5.1 A new resident had the opportunity to address the Council and spoke on behalf of the young people she has recently come into contact with. The resident highlighted concerns and frustration regarding the lack of facilities for young teens particularly the 12 - 16 year olds. Now that the old skate park has been decommissioned, they would like something to replace this. The resident also fed back to the Council that when she had been giving out the Parish Council Wish List postcards a group of girls had stated that they would like somewhere to go, possibly a youth shelter.

5.2 Aylesham & Snowdown Social Welfare Scheme representatives were invited to address the Council and present their 5 year plan. The A&SSWS would like to work with the PC delivering their 5 year plan and additional projects for young people. The Welfare plan was developed in conjunction with the users of the welfare and proposals presented to the trustees for approval. The representative was sad to hear that it was felt there was nothing for young people to do, naming a few of the groups and projects the A&SSWS support, to include KC Dancers, Youth football and an Athletics Club. Based on the assumption if you don't ask you don't get, the A&SSWS will be submitting a proposal for all of the available S106 youth funding in order to deliver their 5 year plan.

The Parish Council highlighted that they have an obligations to work in the interests of the wider community and not just young people interested in sport and to this end is undertaking a consultation regarding what facilities the community would like for young people. The outcome of the consultation will help form the PC's project proposal for the available S106 funding and the PC is keen to work with A&SSWS on a joint project proposal. The following questions were raised: Would the Welfare committee be willing to review their plans in order to take into account the feedback from local residents? The PC is still collecting the feedback from the local residents, but so far a Skate park does seem to be high on the list as a deliverable project within the funding restraints available. Will the Welfare committee work

with the PC to see if it is possible to find a suitable location for a skate park on the welfare site? The representative informed the PC that any proposals will be presented to the A&SSWS Trustees.

### **6. Correspondence**

- L. Dow* Update on landscaping programme, to address the issues and snagging within the contract and tree planting within the Market Square
- An Elector* Requests an update with regards to the plans and progress of the war memorial
- DDC CDO* Submission of the Celebrate Aylesham Grant application.
- KALC* September Parish News
- NALC* NALC policy consultation - Neighbourhood Planning Bill and the DCLG consultation on the draft regulations.
- KCC* Parish Tracker survey - KCC would welcome your feedback on the highways and transportation service that is delivered in your community- Sent to the Planning committee for completion.
- KCC* KCC Highways Parish & Town Council Seminar invite - Friday 21 October 2016- sent to all councillors- requested a place for CP & BO
- Cllr Keen* Correspondence regarding Cooting Rd Lorry parking enforcement
- Carbon Smart* Grant funding available to parish councils to conduct renewable energy feasibility studies.
- KCC* KCC is consulting on a new strategy for adult social care. The strategy explains KCC's vision for how we want adult social care to be over the next five years. Please find the relevant information on the link below;  
<http://consultations.kent.gov.uk/consult.ti/adultsstrategy/consultationHome>
- KALC* Dover Area Committee Meeting will be held on Wednesday 26th October 2016, at The Phoenix Centre, Jubilee Road, Sandwich, Kent, CT13 0QP commencing at 7.30 pm.

### **7. Planning Applications**

7.1 **DOV/16/01086** Dated 23/09/16: Proposal: Erection of a two storey rear extension  
Location: 36 Milner Crescent, Aylesham, CT3 3BH  
Resolved: no comments

7.2 **DOV/16/01085** Dated 30/09/2016: Town and Country Planning Act 1990 (As Amended)

Proposal: Erection of 2 memorial stones and installation of a bench

Location: Aylesham House, Dorman Avenue South, Aylesham, Canterbury, CT3 3AA

Resolved: The Parish Council fully support application.

7.3 **DOV/16/00614** Dated 6.10.16: Proposal: Part change of use of land to garden land, creation of new access, parking area, erection of a garage and greenhouse, relocation of outbuilding and construction of swimming pool (existing sheds to be demolished)

Location: Ratling Farm House & Land rear of, Ratling Road, Aylesham, CT3 3HL

Resolved: no comments

7.4 **16/00985** Dated 25/08/16: Reserved matters application for the approval of details relating to access, layout, scale, appearance and landscaping for the erection of 162 dwellings and associated infrastructure and landscaping, pursuant to outline application DOV/07/01081 pursuant to Variation of Condition application DOV/15/00068 (pursuant to DOV/14/00338 and DOV/13/00120) Phase 1B2 and 1B3, Aylesham Village Expansion, Aylesham, CT3 3BW

Resolved: The Planning Committee proposed to strongly object on the following grounds;

- The planning application shows the removal of the Right of Way from its current position and diverting the route through the development losing its permeability.
- The loss of the hedgerow within the Garden village is a loss of our natural environment, contravening the National Planning Policy Framework.
- The plan shows that this would have an adverse effect on the existing properties losing their privacy due to the close proximity of the new builds.
- No through road to the existing village from this phase as shown in fig 22 of the SPG preventing vehicle, walking and cycling access, the design goes against the SPG Masterplan shown in fig 23 detailing pedestrian and cycling movements giving links to existing direct routes to all areas, no access to the existing village.
- The plan shows bulked parking spaces which can be seen from the front of properties which clearly has a visual impact, there should be car barns to compliment the rest of the new properties and the car spaces need to be carefully looked at with it being a garden village not just a mass of tarmac.
- The proposed development is over bearing and has a visual impact on the neighbouring properties

7.5 The next Planning meeting date agreed for 17.10.16 at 6pm. The Clerk to give an update on the Play Park meeting with DDC.

### **8. Grant Applications**

No Grant applications received

### **9. FINANCE & ACCOUNTS (monthly reconciliations and accounts always available to view)**

9.1 Finance meeting - update on Resolutions including 17/18 budget - Budget meeting to be arranged for the end of November.

9.2 Clerk additional hours and recruitment of an Assistant Clerk - Having reviewed the current requirements of the Council and SLCC guidance, the Finance, Audit & Personal Committee proposed

to the full council that they recruit an assistant Clerk for 16 hours per week - CB proposed and MT seconded - all agreed

9.3 MT proposed CP seconded - all agreed to approve the outlined expenditure.

**Expenditure**

<b>Cheque No</b>			<b>Sep 16</b>
3074	Sharpack aylesham	Ipad Case	29.95
3075	Cllr Prescott	flowers for Cllr Miller	10.00
3076	Southern Water	waste water 6 month bill	57.53
3077	Affinity water	clean water 6 month bill	37.65
3078	Clerk expenses	stationary	27.67
3079	HM Customs & Excise	Quarterly Tax and NI	248.17
3080	AJL garden services	Sept Ground Maintenance	304.88
3081	KALC	Finance Conference	72.00
3082	Cleaner	Cleaning products	41.98
3083	British Gas	Quarterly Bill	138.15
3084	UK Power Networks	electrical works on behalf of the community tearooms	294.08
DD	British Telecom	Quarterly Bill	162.23
SO	Cleaner Salary	Sept salary	244.48
SO	Clerk salary	Sept Salary	900.00
DD	The People's Pension	Auto enrolment set up	600.00
<b>TOTAL</b>			<b>3,168.77</b>

**10. DDC CDO, County Cllr, District Cllr Reports, PCSO update**

10.1 Cllr Keen has a meeting scheduled with DDC on 19<sup>th</sup> October, items on the agenda include proposed projects for S106 funding and the setting up of a youth group to support this, allotments and Public transport. LK will update the PC after the meeting.

The Youth Services contract has now been awarded and LK is waiting to be informed of the outcome. CXK have sent in the most recent report regarding activities and attendance at the youth club held in the Steven Bicker Hall at the Baptist Church.

Aylesham & District Community workshop trust next AGM is 16<sup>th</sup> November at 3pm.

Local resident continue to report ongoing issues on Cooting Road, with lack of parking restrictions enforcement and with drivers urinating and defecating on the common land next to the road. The DDC Community Safety Unit (CSU) is looking at how this can be addressed. LK would like to arrange a meeting in the coming weeks to look at how best to move forward. Lack of road markings and signage on the Cooting road and Covert Road junction was also raised as a concern. LK to raise the issue with KCC.

**11. Aylesham Development**

11.1 Landscaping & Trees update - Eight trees will be planted within the Market square and the Parish Council has been actively involved, with the guidance of a Senior Landscape Architect and Urban Designer to ensure the chosen trees will enhance visual aspect of Market Square as well as the adjacent roads. An agreement has been made with the Developers - who will plant five of the trees, whilst the Parish Council will fund and plant the other three

with the help of the local school children. One of which will be dedicated to our late Councillor, friend and 'tree man', Albert Miller.

11.2 War Memorial – awaiting a quote for the work.

11.3 Litter Bin relocation & CCTV update – CP to chase up DDC regarding a date for the relocation of the bin from the Market Square to the train station. CCTV is now in place in targeted areas to help combat issues of vandalism and fly tipping.

11.4 Public Exhibition on 21st Sept - The exhibition was well attended with local residents keen to discuss their concerns and wishes for the future of the village. The Councillors will meet on 24<sup>th</sup> October at 6pm to finish collating the data from the Wish List postcard Consultation. The Postcards have been available and handed out in various locations across the village, to include, both schools, the school buses, the public exhibition and other youth groups. Boxes were left at the Youth Club and the Coop, whilst local residents also volunteered to hand them out.

11.5 Management company update – The Parish Council have been informed that The Aylesham Market Square Management Company is responsible for the managed areas of the Development, they employ GEM to carry out the works. The Developers will hand the first phase over to GEM at end of October and will be following up with a residents meeting early November.

11.6 CP raised concerns regarding Phase 4 of the housing development, requesting that the issues are raised with DDC sooner rather than later.

### **12. Aylesham House**

12.1 Aylesham Community Tearooms - cancelled the meeting on 12<sup>th</sup> October which has now been rearranged for Tuesday 18<sup>th</sup> at 6pm. Items for the agenda are:

- Update on progress in becoming a CIC.
- Mutually agree any changes to the lease.
- The Tearoom Management Plan update.
- The Tearooms proposed plan for the supply of clean and waste water.

12.2 Annual PAT testing quote £50 +vat for first 50 and 0.70 per appliance – CP proposed and MT seconded- all agreed to schedule the works.

### **13. Coop Car Park Bollards - update from LP**

LP has a meeting with Barrett Homes on Monday 17<sup>th</sup> October and has been in touch with Fine view fencing – LP to request quotations for the supply and installation of the bollards to bring to the Council for agreement.

### **14. Ground maintenance meeting update - BO**

BO gave an update on the meeting with the Ground Maintenance Contractor - an apology was given for the hedge cutting in the market square. The issue should not reoccur as an additional cut is now included within the agreement - BO to follow up on the meeting regarding Aylesham House Hedge cut and clearing of the rounds in the Market square plus raising quotations for replanting.

### **15. The Greyhound land**

JC will email Wright Bros for an update on their intentions for the site as the PC have received complaints about the land being an eyesore in its present state. A representative will be invited to attend a PC meeting or to give a written update if unavailable to attend in person.

The Parish Council do not have any power here as it is private land but DDC can order the owners to keep in a reasonable state.

**16. Friday Surgeries**

We are proud to be one of the very few Parish Councils in this area that offer a Surgery. Due to increased work load for the Parish Councillors and a substantial decrease in foot-fall during our Surgery times, it has been agreed that we will look to modernise our means of communication with the general public by updating our website and by holding a monthly surgery too. If a resident would like to discuss a certain issue, an appointment can always be made to come to the Parish Council Office where a Parish Councillor can meet with them. Friday morning surgeries will be changing from the end of this month to reflect local demand. The Clerk will continue to be available via telephone: 01304 840377 and email: [ayleshamparishcouncil@btinternet.com](mailto:ayleshamparishcouncil@btinternet.com) for urgent matters and will be joined by parish councillors only on the last Friday of each month. Surgeries planned for Fridays 21 and 28 October will go ahead as previous. Councillors will be available on Friday 28 November. The date for the December surgery is TBC - CP proposed and CB seconded all agreed.

**17. Next Meeting: Thursday 10 November, 7.00pm, Aylesham House**

**18. Items for next Agenda**

Website- TJ

Personnel Committee meeting date - to start the recruitment process for an assistant clerk  
Internal Auditor update.

**19. AOB for information only**

The Clerk to clarify the process of adding more members on to the Parish Council with DDC.

Councillor Albert Miller sadly passed away recently. The Chair paid her respects to him and acknowledged the hard work and dedication he put into everything he did. Being the Councils 'tree man' long before he became a Councillor, his knowledge, guidance, friendship and practical approach will be sadly missed.

**CHAIRPERSON:....J.Cartledge.....**

**DATE:.....**