

# **CHARTHAM PARISH COUNCIL**

## **MINUTES OF PARISH COUNCIL MEETING HELD AT 7.30 P.M. ON TUESDAY 13<sup>th</sup> JANUARY 2009 AT THE VILLAGE HALL, STATION ROAD, CHARTHAM, NR CANTERBURY, KENT, CT4 5PW.**

### **Present:**

Cllr. A. Dawes – Chairman	Cllr. D. Butcher.
Cllr. C. Barlow – Vice-Chairman	Cllr. R. Doyle CCC
Cllr. P. Graveson	Cllr. J. Jeffries
Cllr. D. Frost	Cllr. D. Weatherall
Cllr. S. Dungay	Cllr. A. Frost.
Mr P Hornibrook – Clerk	

Five members of the public.

### **(1) APOLOGIES FOR ABSENCE**

Cllr. D. Thompson, Cllr. M. Goff.

### **(2) CONFIRMATION OF MINUTES**

Resolution: To confirm minutes of meeting held on 9<sup>th</sup> December 2008 (previously circulated).

Proposed by: Cllr. Jeffries and Seconded by: Cllr. Butcher.

Resolution carried unanimously.

### **(3) COUNCIL: a) Declaration of any member's interest in agenda items.**

No interest was noted in any agenda items by any member.

#### **b) Any change in declaration of member's interest.**

No changes in member's interests were noted.

### **(4) MATTERS ARISING**

The Clerk noted that he had visited Quinneys Fencing Company at Herne Common regarding the replacement of the 'Mother & Toddler' storage shed at the rear of the village hall. It was stated that it would cost in the region of £200 to dismantle and re-erect the shed in the correct position. It was proposed that the Parish Council ask the Village Hall Management Committee if they would like to pay for the relocation of the shed. Cllr. Dungay will take the matter forward.

Cllr. Dawes read out a letter from retired Parish Council Chairman Veronica Litten expressing her thanks for organising the recent lunch and presentation of a picture of a local village scene.

**(5) TO RECEIVE AND CONSIDER CORRESPONDENCE**

**(A folder of correspondence was available for all Councillors to view the correspondence and make comment on).**

The following issues were raised for discussion:

- Item 1: CCC – Neighbourhood Development Team - Community Development – e-Newsletter. Details were available for all members to read.
- Item 2: CCC – Draft Environment Policy – Comments requested by 6<sup>th</sup> February 2009. Details were noted to all members and Cllr. Dawes and the Clerk will arrange to meet and put together comments on behalf of the Parish Council.
- Item 3: CCC – Agenda – Standards Committee – Special Meeting – Monday 22<sup>nd</sup> December 2008. Cllr. Dawes noted details to all members and made specific reference to comments relevant to the Parish Council on page 56.
- Item 4: CCC – CCC – Development Control Committee – Agenda – Tuesday 6<sup>th</sup> January 2009. Details were available for all members to view.
- Item 5: CCC – Development Control Committee – List of Planning Applications – Tuesday 6<sup>th</sup> January 2009. Details were available for all members to view.
- Item 6: Communities & Local Government – Code of recommended practice on local authority publicity – A Consultation. Comments by 17<sup>th</sup> March 2009. Cllr. Dawes and the Clerk will arrange to meet and put together comments on behalf of the Parish Council.
- Item 7: Eastern & Coastal Kent NHS – Loan Equipment Forum - Request for a new member. Details were noted to all members.
- Item 8: The Lord Mayor of Canterbury – The Lord Mayor’s Award 2009. Nominations were requested from all members and if anyone wants to nominate someone they should liaise with the Clerk for a nomination form.
- Item 9: East Kent Joint Parish Independent Remuneration Panel – Members Allowances. Details were noted to all members and Cllr. Dawes took the document and will reply to the panel.
- Item 10: Kent Police Authority – Policing Kent 2009/2010 Survey. Details of the survey were noted to all members and after discussion a vote was taken and all members voted to support ‘Option 2 – to increase by 5%’. The Clerk will return the survey to Kent Police.
- Item 11: KCC – Definitive Map Changes. Details of the changes to Public Footpath CB421 were noted to all members.

(6) **TO RECEIVE AND CONSIDER REPORTS & MINUTES OF COMMITTEES**

a) **Finance and General Purposes.**

The Clerk reported that the last quarters VAT claim was being prepared for submission to HM Revenue & Customs.

The Clerk reported that the previous quarters VAT claim has now been 'signed off' and paid into our Bank Account.

A resolution that orders for payment shown in attached schedules was agreed unanimously. They were signed by Cllr. Dawes and Cllr. Jeffries.

(b) **Planning.**

The Clerk reported that there were no new Planning Applications to be dealt with at the meeting:

The Clerk reported that four Planning Applications were dealt with at a Planning sub-Committee meeting held on the 7<sup>th</sup> January 2009:

**CA/08/01476/CHA: Proposal:** Conversion of farm building into residential dwelling: **Location:** Hillside Farm Building, Cockering Road, Chartham, CT4 7LH: **Parish Council Views:** No Objections.

**CAT08/00037/CHA: Proposal:** Coppice sweet chestnut trees and fell up to 8 broadleaf trees in each of five areas subject to T.P.O. No 3 1987: **Location:** Hunstead Wood, Primrose Hill, Chartham, CT4 7NR: **Parish Council Views:** No Objections.

**CA/08/01426/CHA: Proposal:** Erection of detached dwelling with parking under: **Location:** 12 Godfrey Gardens, Chartham, CT4 7TT: **Parish Council Views:** The Parish Council has concerns regarding the overdevelopment of the site and nearby Chapel flats and shop. Is the bin store shown just for this dwelling or also for the adjacent shop and flats as this appears to a very small area if it is to house bins for the dwelling, shop and flats? Also, we would query the parking spaces noted on the plans as there are two references made to '2 x parking bays under for flats above 14a'.

**CA/08/01463/CHA: Proposal:** Change of use from B1 (business use) to taxi base station including workshop with associated repairs: **Location:** Howfield Barn, Howfield Lane, Chartham, CT4 7HQ: **Parish Council Views:** The Parish Council has concerns regarding the proposed 24 hour access to the site, and we feel that access to the site should be limited to 7.00 am to 9.00 pm only. With a fleet of 20 cars and repairs there will obviously be an increase in traffic to the area of Howfield Lane, which is already a very busy site with both the nearby businesses of Newmafruit and East Kent Timber having regular HGV traffic as well as a large number of employee vehicles.

The Clerk read out three '**Granted**' Planning applications.

**CA/08/01295/CHA** – Bobbin Lodge Farm, Bobbin Lodge Hill, Chartham CT4 7DD.

**CAL08/00118/CHA** – Howfield Manor, Howfield Lane, Chartham CT4 7HQ.

**CA/08/01262/CHA** – Howfield Manor, Howfield Lane, Chartham CT4 7HQ.

**Notice of Proposed Work to Trees in a Conservation Area:**

Boxley, Rattington Street, Chartham: Reduce a field maple to half its size, located on the left side at the rear of the property. The Parish Council had 'No Objections' to the proposal.

The Clerk read out a letter from Lambert & Foster, Chartered Surveyors on behalf of their client Summerfield Farms, requesting a meeting with members of the Parish Council Planning Committee at 'Land adjacent Royal Oak, Chartham Hatch' to discuss future planning proposals. It was agreed that the Planning sub-Committee should meet and discuss the proposals and the Clerk will contact the surveyors to arrange a suitable appointment at the site.

**(c) Cemetery.**

The Clerk reported that he has contacted Alan Middlemiss (Stonemason) with regards to undertaking further repairs to the St. Mary's Church wall.

The Clerk reported that the Cemetery Lodge is still up 'For Sale' and that the Parish Council has agreed to leave the property up 'For Sale' until March 2009, when the situation will be reviewed again with the possibility of then putting it up 'For Auction'.

It was reported that the cemetery tractor and strimmer are still up for sale and although some interest has been shown no firm offers have yet been received. It was suggested that the items could be put on e-bay or advertised in the CCC quarterly Parish Newsletter. The Clerk will take the matter forward.

It was noted that the Clerk and Cllr. Jeffries are still updating the cemetery grave plans to computer format and compiling the annual review of dangerous memorials.

The Clerk reported that repairs to the tarmac at the lych-gate have now been completed.

**(d) Countryside.**

The Clerk noted that he is due to arrange a meeting in the next week with Alun Griffiths and Alan Groombridge with a view to planting the 43 trees from the KCC 'free trees' programme around the parish.

Cllr. Butcher handed out a KCC leaflet on 'Ploughing, crops and paths' to all members.

Cllr. Butcher noted that the path at the bottom of Bobbin Lodge had been cleared recently.

Cllr. Dawes reported that FP 479A was currently overgrown and impassable and that FP 477 had a broken stile at Mystole Lane. The PROW Office has been informed.

**(e) Amenities.**

The Clerk raised the issue of a request from the organiser of 'Slimming World' to erect a banner on the car park fence for two weeks to advertise the club's services at the village hall. The Clerk noted that he had checked with CCC Development Control that the advertisement did not contravene any planning or advertising regulations.

The Clerk reported that the Parish Council website is being updated along with the Village Information Pack. It was noted that all Clubs and Organisations have been sent a letter asking them to update their contact details and provide a list of events for the forthcoming year.

The Clerk noted a request from a parishioner to use the Chartham Hatch recreation ground on the 4<sup>th</sup> July 2009 for a children's go-kart party. As the event was held two years ago without any problems and the children are very young using low powered karts the request was agreed. The Clerk will confirm this in writing, noting that if the weather is inclement the event cannot take place.

It was reported that the Clerk, Cllr. Dawes and Cllr. Jeffries are due to meet to formally agree the final 'sign off' of the Parish Emergency Plan.

Cllr. Dungay reported that the bus shelter at the triangle near the Railway Station has now been replaced and that the new bus shelter for Chartham Hatch has been ordered and is due to be erected next week.

It was reported that the new play equipment has been installed on the Memorial playing field and that the site is being well used and that Alan Groombridge will install the new picnic table, notice-board, cycle rack and litter bin when the weather improves.

Cllr. Dungay reported that the Parish Council notice-board near the St. Mary's lych-gate is leaking and a new notice-board should be considered as the woodwork is beyond repair. It was agreed that the possibility of erecting a new board should be investigated and that Cllr. Goff should be contacted to request permission to erect the new notice-board on his wall.

It was reported that the Chairman's notice-board has now been updated and will be re-erected in the hall this week.

It was noted that the Amenities Committee has discussed the possibility of installing a new basketball/goalpost item of play equipment at the Shalmsford Street recreation ground. It was noted that originally the Committee wanted to erect this type of equipment on the Memorial playing field, but as space is so limited due to the football pitches and new play area, the only spare area is behind the village hall near the old play area. It was stated that positioning any equipment at the rear of the hall was not a sensible idea as it would encourage youngsters to congregate unobserved at the rear of the hall. The issue was a contentious one and Cllr. Dungay expressed her wish to have the proposed item of equipment erected at the Memorial playing field. After further discussion it was agreed that the Clerk would bring some brochures to the next Parish Council meeting for all members to view the equipment in question.

The Clerk reported a number of requests for new salt/grit bins at Pomfret Road, the junction of Nightingale Close and New Town Street, Chartham Hatch and that Bill Jones on behalf of the Village Hall Management Committee had requested a new salt/grit bin to be placed in the village hall car park. The Clerk will investigate the costs but noted that it would take approximately six to eight weeks to order and deliver any new bin.

Cllr. Weatherall addressed all members to advise them of the problems the Youth Club is currently encountering with the cost of hiring the village hall. It was noted that the Youth Club is not collecting enough money each week from entrance subscriptions to cover the cost

of hiring the hall as they are currently being charged an extra half an hour either side of the Youth Club hours of 6.00 pm to 8.00 pm for 'setting-up' and 'clearing-up' equipment, which was felt to be unnecessary. It was noted that the children of volunteers do not pay as the parents give up their time and the subscription of 50 pence per child should not have to be increased to meet the cost of the hall hire. Cllr. Weatherall stated that she was very annoyed as she was also being criticised personally for not doing anything to fund-raise for the club.

Discussion took place regarding the history of the Youth Club and various avenues of funding were discussed such as the Kent Community Foundation Grass Roots Fund, but it was noted that the club has to have been running for a year before an application can be made. It was also suggested that we should ask KCC Cllr. John Simmonds if he has any money available from the funds that he administers.

It was stated that as the Youth Club is so successful there is a need for new equipment to support the increased number of children attending. Existing equipment will have to be replaced in the future and currently arts and crafts equipment has to be brought on a regular basis. It was noted that the club requires approximately £1,300 to hire the hall for a year. Cllr. Barlow and Cllr. Dungay outlined the views of the Village Hall Management Committee noting that the committee fully supports the Youth Club but cannot make exceptions for one group as it would be unfair to other hall hirers. Also, according to the VHMC constitution they cannot let any organisation or club hire the hall for free.

Sandra Cook a parishioner and member of the VHMC volunteered to help Cllr. Weatherall with fund-raising as did Cllr. Dungay who is also a member of the VHMC.

Further discussion and comments were made by members and Mrs J Hoare who stated that she and her husband used to run the Youth Club in the village some years ago. It was stated that in the past no charge was made for hall hire, but that the club offered to pay towards the heating of the hall in the winter months.

The debate was drawn to a close and it was left that the Youth Club has to pay the £27.00 per week hall hire and look into raising funds to pay the costs from other sources.

**(f) No Man's Orchard Management Committee.**

It was noted that the next meeting of the No Man's Orchard Management Committee is on the 1<sup>st</sup> April 2009.

**(7) SPORTS PAVILION/PLAY AREAS.**

**(a) Sports Pavilion.**

The Clerk reported that a recent meeting of the Committee and Architect set up to oversee the building of the Sports Pavilion had taken place and that a decision to appoint a contractor to build the pavilion had taken place. It was noted that from the tenders submitted Stuart Green a local established builder of over 30 years had been chosen. It was stated that further discussion and meetings will be required to meet the builder and to confirm a mutually acceptable start date, which will hopefully be in the next 6 to 8 weeks.

**(b) Play Areas.**

The Clerk reported that Robinson Solicitors are still dealing with the proposed transfer of a strip of land adjacent to the Chartham Hatch recreation ground to the Parish Council and the registration of the open spaces at Chartham Hatch, and the Memorial playing field.

**(8) VILLAGE HALL UPDATE.**

The Clerk confirmed that he is trying to arrange a meeting with representatives from Berkeley Construction and Clague Architects to check the final 'snagging list' at the village hall. It was reported that Berkeley Construction appear to have completed the outstanding work and once Clague 'sign-off' the work the final 'retention' funds can be paid to Berkeley Construction.

The Clerk reported that he visited Robinson Solicitors on Monday 12<sup>th</sup> January 2009 to discuss the current position regarding the registration of the village hall, car park and patio areas as well as the completion of the 'Trust Deed' for the village hall. It was hoped that these items would be completed within the next six weeks.

Cllr. Dungay confirmed the information from the Village Hall Management Committee to go in the new Parish Council notice-board in the village hall car park and the Clerk will now update the Parish Council contact information.

It was noted that the baby-changing unit should be replaced in the disabled toilets.

**(9) HIGHWAY PROBLEMS / POLICE LIAISON.**

**(a) Highways:**

The Clerk read out an e-mail from Kent Highway Services regarding a request from a parishioner to erect traffic calming measures outside 2 Deanery Farm Cottages after several accidents over the past couple of years. KHS confirmed that a crash barrier would not be appropriate in this location as it is designed for shallow angle impact and not direct. It was also noted that KHS priority is to deal with crash situations where there have been personal injuries or loss of life. KHS do not have the resources to protect buildings and property.

The Clerk noted an e-mail received from KCC Cllr. Simmonds regarding a proposed footpath on the A28 Ashford Road to service the two houses to the left of the station triangle. It noted that Kent Highway Services stated that a footpath would cost up to £20,000 which is simply not available. Other cheaper options are being considered but the danger is that they would not meet current Health & Safety Regulations. Further investigations are ongoing.

Cllr. Graveson reported a bollard knocked over on Beech Avenue and asked the Clerk to report the matter to the developers.

**(b) Police Liaison:**

The Clerk noted details of a report from the KCC Community Warden as follows:

It was noted that there were very few calls over the Christmas period. The following were our biggest problems. A 'Duster' seller intercepted at Chartham Hatch after a call from a concerned resident. Door sellers must be reported to either the KCC Warden or Trading Standards. It was stressed 'DO NOT BUY' from them as there is no law in Kent to allow this type of activity.

The litter bin was set alight at Woodside, near Bakers Wood. The Clerk will arrange repairs.

The telephone box on Shalmsford Street has had the glass broken. BT has been made aware of this and we are waiting for an engineer to complete the repairs.

Parishioners still need to be vigilant of people looking ‘interested’ in your neighbour’s property, as they may be there to ‘case’ the place. Please call the KCC Warden, Police, or Crime-Stoppers.

Lastly Dogs are becoming an increased problem in the village, with the number walked and owners of dogs not being able to control them properly, on or off the lead. If your dog attacks another dog whilst on or off the lead, you can be fined for not controlling your dog. The offender can be issued with a dog control order, which will define what you can and cannot do with your dog. If your dog is liable to attack other dogs put a muzzle on it.

Web sites to look at:

Dogs Act 1871 Section 2

Dangerous Dogs Act 1991 Section 3

Road Traffic Act 1985

[www.thekennelclub.org.uk](http://www.thekennelclub.org.uk)

The Clerk noted a request from Kent Police to erect a Police Community notice board at the village hall. After discussion it was agreed that the Parish Council and the Village Hall Management Committee have enough existing notice boards that can be utilised for Police notices. The Clerk will reply to Kent Police.

**(10) DATE OF NEXT MEETING**

Next Meeting confirmed as **Tuesday 10<sup>th</sup> February 2009** at 7.30 p.m. at The Village Hall, Station Road, Chartham, Nr Canterbury, Kent CT4 7HX.

**(11) CLOSURE**

There being no further business the meeting closed at 09.12 p.m.

**Chairman.....Date.....**