

## **CHARTHAM PARISH COUNCIL**

### **MINUTES OF PARISH COUNCIL MEETING HELD AT 7.30 P.M. ON TUESDAY 8<sup>th</sup> JULY 2008 AT THE VILLAGE HALL, STATION ROAD, CHARTHAM, NR CANTERBURY, KENT, CT4 5PW.**

#### **Present:**

Cllr. A. Dawes – Chairman

Cllr. C. Barlow – Vice-Chairman

Cllr. D. Butcher

Cllr. J. Jeffries

Cllr. J. Simmonds KCC

Mr P Hornibrook – Clerk

Cllr. D. Weatherall

Cllr. A. Frost

Cllr. M. Goff

Cllr. D. Frost

Cllr. R. Doyle CCC

Police Community Support Officer – Paul Rigden.

One member of the public.

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

Cllr. S. Dungay, Cllr. D. Thompson.

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

Resolution: To confirm minutes of meetings held on 10<sup>th</sup> June 2008 (previously circulated).

Proposed by: Cllr. Butcher and Seconded by: Cllr. A. Frost.

Resolution carried unanimously.

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

No interest was noted in any agenda items.

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

No change was noted in any member's interests.

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

The Clerk noted that since the Parish Council meeting when vandalism in the village was discussed, both Kent Police and Kent County Council have acknowledged receipt of the letters written to them. It was reported that Cllr. Dawes and the Clerk will be attending a meeting with Kent Police tomorrow, to discuss the matter further.

The Clerk noted an e-mail from a parishioner at Chartham Hatch regarding the possibility of arranging a meeting with KCC Cllr. John Simmonds, to discuss various issues relating to traffic problems at Chartham Hatch. It was noted that two possible dates have been suggested, one in July and one in August with a request that the Parish Council chair the meeting. KCC Cllr. John Simmonds noted that Julian Brazier MP would like to attend the meeting and three other dates have now been proposed. It was also suggested that CCC Cllr. Mike Patterson should also be invited as he is a member of the CCC Transportation Committee. Discussion took place as to who should chair the meeting and it was agreed that as the meeting was not instigated by the Parish Council that it should not be chaired by a member of the Council unless Cllr. Dawes volunteered her services on behalf of the Parish Council. The meeting will be fully supported by the Parish Council and will be advertised in the Parish Magazine and on its notice boards. It was agreed that Cllr. Dawes will contact the parishioner and liaise over dates for the proposed meeting, before advertising the event.

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

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

The following issues were raised for discussion:

- Item 1: South East England Regional Assembly – The South East Regional Sustainability Framework. The document was available for all members to review.
- Item 2: CCC – District Life Magazine – Issue 31 - Summer 2008. A copy was available for all members to read.
- Item 3: Kent Downs AONB – Draft Management Plan Revision – Questionnaire – Response by 11<sup>th</sup> August 2008. Details were read out and Cllr. Dawes and the Clerk will review the document.
- Item 4: CCC – Development Control – List of Planning Applications – Tuesday 24<sup>th</sup> June 2008. Details were available for all members to read.
- Item 5: CCC – Development Control – Agenda – Tuesday 24<sup>th</sup> June 2008. Details were available for all members to read.
- Item 6: Kent Police – Reply to letter regarding ‘Vandalism’ in the parish. The letter was read out by Cllr. Dawes to all members and again it was noted that a meeting had been arranged with Kent Police for tomorrow to discuss the way forward.
- Item 7: KCC – Acknowledgement of letter regarding ‘Vandalism in the parish’. The letter of acknowledgement was read out by Cllr. Dawes.
- Item 8: Thruxted Mill – Update of situation at the mill. An e-mail from Richard Woodcock was read out to all members noting the recent acquisition of the site by Prosper de Mulder Ltd. The operator is trading as John knight (ABP) Ltd.

- Item 9: Kent & Medway NHS – ‘What’s your preferred option for inpatient services in East Kent’ – Feedback form. Cllr. Weatherall noted an interest in the agenda item. Cllr. Dawes read out details of the proposals and the document was passed to Cllr. Barlow for further review.
- Item 10: Ashford Borough Council – Extension to the Tenterden and Rural Sites Issues and Options Report consultation deadline. The document was available for all members to review.
- Item 11: Kent Primary Care Agency NHS – Pharmacy Application – Consultation Document. Cllr. Dawes read out the proposals and after lengthy discussion it was agreed that the Clerk would reply noting concerns about the exact location and size of the premises, planning considerations, parking, impact on residents and the possible viability and loss of trade to the existing doctor’s surgeries.
- Item 12: Kent Downs AONB – Countryside Day 25<sup>th</sup> July 2008. Details were noted to all members and Cllr. Butcher took the document as he may attend on the day.
- Item 13: CPRE – Countryside Voice – Magazine Summer 2008. A copy of the magazine was available for all members to read.
- Item 14: Letter from Arjo Wiggins re Car Park. Cllr. Dawes read out a letter from Mark Hobday the Mill Manager concerning parking in the village hall car park by mill employees, as well as the proposed repair plan for the south east facia of the main paper machine house.
- Item 15: Canterbury Citizens Advice Bureau – Request for a donation. Cllr. Dawes read out the letter of request and after discussion Cllr. Barlow took the letter and will place an article in the Parish Magazine.

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

**a) Finance and General Purposes.**

The Clerk reported that the Parish Council Accounts had been forwarded to the Audit Commission for their review and final ‘sign off’.

The Clerk reported that he had submitted the second quarters VAT claim to HM Customs & Revenue and that he was still waiting for the refund.

The Clerk confirmed that he had exchanged e-mails with Peter Harrington and Alan Green from the Village Hall Management Committee and had contacted CCC who now confirmed that a cheque will be paid to the Parish Council in the next week or so regarding the refund of Business Rates for the village hall.

**(b) Planning.**

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

The Clerk noted that three further planning applications were dealt with at a Planning sub-committee meeting on the 2<sup>nd</sup> July 2008.

**CA/08/00762/CHA: Proposal:** Extensions and alterations to bungalow incorporating a residential annexe. (Revised Scheme): **Location:** Howfield Farm Bungalow, Howfield Lane, Chartham, CT4 7HG: **Parish Council Views:** No Objections.

**CA/08/00714/CHA: Proposal:** Porch to front, two-storey side and single-storey rear extensions to dwelling: **Location:** 32 The Downs, Cockerling Road, Chartham, CT4 7PU: **Parish Council Views:** No Objections.

**CA/08/00708/CHA: Proposal:** Conservatory to rear of dwelling incorporating pitched roof over existing single-storey extension (Revised Scheme): **Location:** 12 New Town Street, Chartham, CT4 7LT: **Parish Council Views:** No Objections.

One '**Granted**' Planning application was read out:

**CA/08/00443/CHA** – Bobbin Lodge Farm, Bobbin Lodge Hill, Chartham CT4 7DD.

One '**Refused**' Planning application was read out:

**CA/08/00569/CHA** – The Local (formerly Fagge Arms) Cockerling Road, Chartham, CT4 7PT.

(c) **Cemetery.**

Cllr. Barlow noted that he had been busy recently dealing with a great deal of cemetery paperwork and memorial applications.

Cllr. Barlow suggested that the Parish Council should formerly note the sad demise of Mrs Pauline Bingham, the wife of the Cemetery Superintendent, Ian Bingham who died recently. A letter of condolence will be written by the Chairman on behalf of the Parish Council.

It was noted that the Clerk has received a new set of documents relating to Cemetery Management and Administration from SLCC and a copy of these have been issued to Cllr. Barlow and Cllr. Jeffries.

The Clerk noted that 'CURE' of Ashford is due to start work at the Cemetery Chapel on the 14<sup>th</sup> July 2008, regarding the treatment of some damp areas on the rear wall of the Chapel. New plastering and painting will also be required. Some new 'trenching' work to allow better drainage around the outside of rear of the Chapel has also to be undertaken and Alan Groombridge will start this prior to 'CURE' commencing their work next week.

The Clerk noted that the grave plans are still being updated. All name details have now been loaded into computer format and the task of reviewing all 'Burial Registers' is now beginning to note burial and purchased grave numbers. A visit will then be made to the cemetery to note all graves that have memorials headstones.

The Clerk reported that the issue regarding the 'rights of access' across the cemetery car park by A C Hulme is still being dealt with by Robinsons Solicitors.

**(d) Countryside.**

The Clerk noted that there have been a couple of successful meetings recently between some of the Parish Council Tree and Pond Wardens, Cllr. Dawes, Cllr. Jeffries and himself, resulting in a plan of action to replace some dead trees by the 'junior' play area at St. Augustine's. The trees were originally planted by CCC when the play area was installed in 2005 but have since died due to lack of maintenance. It was noted that Alun Griffiths can source the trees through the 'Kent Men of Trees' organisation and then arrange to have them planted and maintained.

The Clerk reported that there were further plans to plant some trees on the edge of the open space near the Riding for Disabled facilities at St. Augustine's. The cost and type of trees is being investigated and it was noted that the trees would also act as a screen to shelter spectators watching football on the proposed new pitches.

Cllr. Butcher noted the ongoing problem with a couple of trees still 'down' on the footpath at Thruxted Lane. He noted that he has contacted the PROW Office who had stated that there is a 'gang' going around the parishes, but to-date they have not reached Chartham.

Cllr. Butcher also stated that nothing had been done relating to the steps on FP 487 which are disintegrating and require urgent repair/replacement.

There will be no footpath walk in August 2008.

**(e) Amenities.**

The Clerk noted that the Parish Emergency Plan is still in the process of being updated.

The Clerk reported that the bus shelter at the triangle near the Railway Station has had to be removed from its location on Health & Safety grounds. The shelter is damaged beyond repair and an insurance claim has been submitted to Zurich Municipal, and we are currently awaiting the outcome of the claim. Once known, we will then be able to order two new bus shelters, one for the triangle near the Station and the proposed new one for Chartham Hatch.

The Clerk noted the receipt of an e-mail from WDS Signs regarding the design of the proposed new notice board to be erected in the village hall car park. The Clerk asked members to approve the design and colour scheme of green and gold.

Cllr. Weatherall gave an update on the progress of setting up a Youth Club at the village hall. It was noted that Cllr. Weatherall is to approach the Village Hall Management Committee to confirm charges for the hire of the hall and if any concessions would be given. Cllr. Barlow suggested that the Parish Council might consider making a donation towards the costs as they have always supported the Streerunner youth facility that used to be run at the Primary School. It was stated that Criminal Records Bureau (CRB) checks have still to be completed on proposed volunteers and that Child Protection training has also to be arranged.

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

The next meeting is on the 16<sup>th</sup> July 2008 and will consist mainly of discussion regarding the '60 Years On' event, which is to be held at the orchard on the 26<sup>th</sup> July 2008.

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

The Clerk reported that the grant application to the Football Foundation is still being progressed. The Football Foundation again has requested some further information regarding the project and the Clerk and Bryan Taylor from the Sports Club are replying to the issues raised.

The Clerk reported that the new play equipment for the Memorial Playing Field is due to be installed next week.

**(10) VILLAGE HALL UPDATE.**

It was reported that the Clerk and Cllrs. Barlow and Graveson had met recently to discuss the issue of the Architects Instructions (AI's) issued by Clague, and which the Parish Council was contesting. The Clerk noted that he had met with Clague's yesterday to put the Parish Council's points of view forward and that we are now awaiting a response from them.

It was also reported that Clague are in the process of issuing a letter to Berkeley Construction to try and resolve the final account.

The Clerk reported that Sandra Worth from Robinson Solicitors is still reviewing the 'Trust Deed' for the village hall and is in the process of registering the car park and village hall with the Land Registry Office.

The Clerk reported that he had investigated the possibility of three further CCTV cameras around the village hall to cover the car park gate, rear of the hall and entrance to the new play area. It was noted that under Child Protection Regulations CCTV cameras cannot be focused directly onto a play area. The Clerk will contact SNS to take the matter forward.

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

**Highways:**

The Clerk read out a letter from Peter Shirley at Kent Highway Services regarding the clearance of vegetation and hedgerow along the A28 Ashford Road between Shalmsford Street and Hatch Lane. It was noted that he will review the whole of the area this week and raise a work order accordingly.

The letter reported that Cockering Road will be closed for 4/5 days in August 2008 to allow the repair of the bad section of carriageway at the junction of Rattington Street and Cockering Road. The trees in the wooded area will also be thinned and the white lines remarked. KCC Cllr. Simmonds reported that the work should commence on the 4<sup>th</sup> August 2008.

Cllr. Barlow raised the issue of a proposed footpath outside 'The Firs' on the A28 Ashford Road. KCC Cllr. Simmonds noted that to install a footpath would cost in the region of £25,000 and that he is trying to progress the project forward.

**Police Liaison:**

Police Community Support Officer Paul Rigden reported that since the last meeting there had been one attempted burglary on an empty building and four petty thefts from various locations in the parish, including parts taken from a pedal cycle, plant pots, and lead from a roof. Unfortunately there are no lines of enquiries that can be followed up in these cases.

There have been two cases of criminal damage of which suspects have been identified and investigations are still on-going.

It was noted that Speedwatch has been up and running again in the parish, and that speed enforcement is planned again in the village this month.

It was reported that due to boundary changes Chartham Hatch is to have a new PCSO Graeme Clayton who can be contacted on 07772 226121 or 01227 762055 or e-mail: [56551@kent.pnn.police.uk](mailto:56551@kent.pnn.police.uk).

The Clerk read out a report on behalf of the KCC Community Warden Tom Tucker-Smyth. It was noted that Trading Standards visited a residence in the village which was being pressured into gardening work. The resident had called the KCC Community Warden and both he and Trading Standards Officer had visited the resident to find out more about the problem. It was noted that parishioners should read the Kentish Gazette under Chartham News this week to see further advice from the KCC Community Warden on the subject.

It was reported that there have been 10 Handyman-Homesafe referrals made recently. If anyone needs a form please contact the KCC Community Warden as this service is totally free to the over 60's.

It was reported that 'Duster Sellers' have been seen in the village. It was noted that parishioners should not buy from them, but call the KCC Community Warden. It was stated that householders should always ask for ID and if you are unsure about anyone calling at the door please call the KCC Community Warden or Trading Standards.

**(12) SIGNING OF ORDERS FOR PAYMENT.**

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

**(13) DATE OF NEXT MEETING**

Next Meeting confirmed as **Tuesday 12<sup>th</sup> August 2008** at 7.30 p.m. at The Village Hall, Station Road, Chartham, Nr Canterbury, Kent CT4 7HX.

**(14) CLOSURE**

There being no further business the meeting closed at 08.58 p.m.

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