

## **CHARTHAM PARISH COUNCIL**

**MINUTES OF PARISH COUNCIL MEETING HELD AT 7.30 P.M.**  
**ON TUESDAY 10<sup>th</sup> JUNE 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. P. Graveson

Cllr. S. Dungay

Cllr. A. Frost

Cllr. D. Thompson

Cllr. D. Frost

Mr P Hornibrook – Clerk

KCC Community Warden – Tom Tucker-Smyth, KCC Community Warden Supervisor – Michelle Williams.

**(1) APOLOGIES FOR ABSENCE**

CCC Cllr. R. Doyle, Cllr. M. Goff, Cllr. D. Weatherall.

**(2) CONFIRMATION OF MINUTES**

Resolution: To confirm minutes of meetings held on 13<sup>th</sup> May 2008 (previously circulated).

Proposed by: Cllr. Butcher and Seconded by: Cllr. D. 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 KCC Community Warden reported that over the past month he had received 22 enquiries of various types, the majority mainly for advice and telephone numbers. It was noted that there has not been a problem with teenagers recently and the half-term holiday was very quiet as well.

A report on behalf of the Police Community Support Office was read out, noting that the PCSO and a Police Officer colleague carried out speed checks this month, assisted by the KCC Community Warden.

Speed checks were undertaken at Shalmsford Street and Chartham Hatch. At Shalmsford Street two persons were given a ticket for excess speed, one person was given verbal advice with regards to their speed, and another was issued with a ticket for not wearing a seat belt. In Chartham Hatch thirty cars were checked, one ticket was issued for excess speed, one person offered verbal advice for excess speed and one other person was offered advice for not wearing a seat belt.

Since the damage to vehicles and houses along Shalmsford Street in mid-April there have only been two reports of damage in the village. One was graffiti on Parish Road; the other was damage to property on the A28, which is still under investigation with possible suspects to be spoken to soon.

This again shows that Chartham is a safe place to live, but Kent Police would still like to encourage persons to come forward and report any damage or theft, should it occur.

The Parish Council authorised the content of four letters to be sent to the Kentish Gazette, Canterbury City Council, Kent County Council and Kent Police, after last months meeting with a group of residents concerned about a spate of vandalism in the parish.

It was noted that the 'Roll of Honour' has now been framed and is hung in the lobby area of the hall.

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

**(Folder of correspondence issued for all Councillors to view and comment on).**

The following issues were raised for discussion:

- Item 1: CCC – Development Control Committee – List of Planning Applications – Tuesday 27<sup>th</sup> May 2008. Details were available for all members to review.
- Item 2: CCC – Development Control Committee – Agenda – Tuesday 27<sup>th</sup> May 2008. Details were available for all members to review.
- Item 3: AWCIRK – New Funding Stream in East Kent. Discussion took place regarding the possibility of new funding towards preparing a Parish Plan. It was agreed that we would not be pursuing this option as we have already completed a Parish Design Statement which is felt carries more weight with its adoption by CCC as supplementary planning guidance. The Clerk will reply to AWCIRK.
- Item 4: CCC – Invite to Canterbury District Forum on Monday 16<sup>th</sup> June 2008. Details noted to all members. Cllr. Dawes will attend the meeting.
- Item 5: Kent Volunteers 2008 - Awards for Volunteering Excellence. It was noted that any members who wish to nominate any parishioner should contact the Clerk to take forward the application.

- Item 6: CCC – Kent Karrier/Dial – A – Bus Service for Rural Areas. Details were noted to all members and it was suggested that it could possibly be used to take people to Age Concern. Cllr. Dawes will take the proposal forward.
- Item 7: CCC – Wincheap Draft Development Brief, and the 4<sup>th</sup> Park & Ride site. Cllr. Dawes read out the letter from Colin Carmichael the Chief Executive at CCC. Discussion took place regarding the issue and it was agreed that we should wait until further consultation is concluded.
- Item 8: CCC – Standards Committee – Agenda – Wednesday 4<sup>th</sup> June 2008. Details were available for all members to review.
- Item 9: AWCIRK – Oast to Coast Magazine – Spring 2008. The magazine was available for all members to review.
- Item 10: KCC – East Kent Public Rights of Way – Re-Organisation and change of address. Details of the change of address were noted to all members and the Clerk will photocopy details for all members’ future reference.
- Item 11: Swale Borough Council – Publication of ‘Shaping Spaces and Places’ – Consultation. Details were available for all members to review.
- Item 12: Kent Highway Services – Byways AE52/CB371/AE74/AE101 and AE103, Crundale, Canterbury – Proposed Seasonal Traffic Restrictions. Details were available for all members to review.
- Item 13: Local Councils Update – June 2008. The magazine was available for all members to read.
- Item 14: CPRE – Fieldwork Magazine June 2008. The magazine was available for all members to read.
- Item 15: South East Water – Water Resources Update – Spring 2008. The document was available for all members to review.
- Item 16: CCC – Joint Meeting of the Rural Area (North) Member Panel and the Rural Area (South) Member Panel – Agenda – Monday 16<sup>th</sup> June 2008. Details were noted to all members.
- Item 17: Letter from Harbledown & Rough Common Parish Council – Park & Ride – Donation requested. Discussion took place regarding the request for a donation from Harbledown & Rough Common Parish Council towards their fighting fund against the 4<sup>th</sup> Park & Ride at Faulkner’s Lane. It was agreed that it would be prudent to wait for the outcome of further consultations by CCC regarding the Wincheap Regeneration and other options for Park & Ride sites, before we consider a donation.

**(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 last quarters VAT claim HM Customs & Revenue.

The Clerk confirmed that he is still chasing CCC and the VHMC regarding the incorrect refund of Business Rates for the village hall paid to the VHMC.

The Clerk reported that he had met with Jo Newman Estate Agents last week to review the valuation of all the Parish Council properties. It was noted that there has been a reduction of £20,000.00 on the property valuations since last year, due to the current market conditions. The Parish Council Fixed Asset Register has been updated to reflect these valuations and the details have been passed to Zurich Municipal.

The Clerk reported on a meeting earlier in the day with KCC Cllr. John Simmonds regarding the Canterbury & District Early Years Project, which provides the staff and equipment for the 'Mother & Toddler' group which is run at the village hall. A request was made to the Parish Council some weeks ago to help provide funds towards the continuation of the project and the Clerk and Cllr. John Simmonds met with Nicolette Cole the Manager to see the project in action and discuss the foreseeable problems. After an excellent meeting Cllr. Simmonds confirmed that he was sure that he would be able to provide some funding towards the project to enable its long term continuation. The group was well attended with some 46 children and 30 parents in the hall today and it is hoped that a Health Visitor will attend the project in the future. The Parish Council will also provide money and support towards the continuation of the project.

**(b) Planning.**

The Clerk reported that there were two new Planning Applications to be dealt with at the meeting.

**CA/08/00655/CHA: Proposal:** Two-storey extension to rear of dwelling: **Location:** 6 The Crescent, Chartham, CT4 7PX: **Parish Council Views:** No Objections.

**CAL08/00053/CHA: Proposal:** External alterations: **Location:** The Royal Oak, Hatch Lane, Chartham Hatch, Chartham, CT4 7LP: **Parish Council Views:** No Objections.

The Clerk noted that five further planning applications were dealt with at a Planning sub-committee meeting on the 28<sup>th</sup> May 2008.

**CA/08/00638/CHA: Proposal:** Conversion of former Coach House to dwelling: **Location:** The Deanery, Bolts Hill, Chartham, CT4 7JU: **Parish Council Views:** No Objections.

**CAL08/00051/CHA: Proposal:** Conversion of former Coach House to dwelling: **Location:** The Deanery, Bolts Hill, Chartham, CT4 7JU: **Parish Council Views:** No Objections.

**CAL08/00049/CHA: Proposal:** Erection of garden shed: **Location:** Denstead Farmhouse, Denstead Lane, Chartham, CT4 7NL: **Parish Council Views:** No Objections.

**CA/08/00631/CHA: Proposal:** Erection of garden shed: **Location:** Denstead Farmhouse, Denstead Lane, Chartham, CT4 7NL: **Parish Council Views:** No Objections.

**CA/08/00569/CHA: Proposal:** Installation of decking to front of public house: **Location:** The Local (formerly Fagge Arms) Cockerling Road, Chartham, CT4 7PT: **Parish Council Views:** The Parish Council objects strongly to the proposal. We feel that the positioning of the decking would lead to an invasion of privacy and create unnecessary outside noise to neighbouring houses across the road from the public house. The proximity of the decking area is too close to the nearby houses and would be better positioned in the rear garden of the pub which is naturally screened with trees and bushes. The decking would also restrict the already small car parking area and would lead to more cars being parked on the road.

Five '**Granted**' Planning applications were read out:

**CA/08/00585/CHA** – 2 Ensign Cottages, Shalmsford Street, Chartham CT4 7RF.

**CA/08/00450/CHA** – Canada, Bigbury Road, Chartham, CT4 7ND.

**CA/08/00461/CHA** – The Old Cattle Yard, Deanery Farm, Bolts Hill, Chartham.

**CA/08/00390/CHA** – 12 Beech Avenue, Chartham, CT4 7TA.

**CA/08/00377/CHA** – Land adjoining 1 & 2 Boxtree Cottages, Bolts Hill, Chartham.

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

**CA/08/00424/CHA** – 1 Boxtree Cottages, Bolts Hill, Chartham, CT4 7JX.

Notice of Proposed Work to Trees in a Conservation Area – Landscaping of area to south of Mystole Road and west of the west wing of Mystole House: The Parish Council does not object to the removal of the dead wood from the Chestnut tree and the damaged Ash tree, or the trimming of the holly. However, we do object to the removal of any other trees, which we find totally unnecessary.

(c) **Cemetery.**

It was reported that the Cemetery Lodge is still up for sale and although some interest has been shown, no real firm offers have yet been made. Cllr. Barlow noted that we had received one offer of £115,000, which was dismissed out of hand. It was suggested that we may have to reduce the price to below the current 'Stamp Duty' limit.

The Clerk noted that he had contacted 'CURE' of Ashford and arranged a site visit regarding the treatment of some damp areas on the rear wall of the Cemetery Chapel. A report has been received and the Clerk and Cllr. Barlow will discuss the issues raised and take the report to the next Cemetery Committee meeting.

Cllr. Barlow reported that the Clerk and Cllr. Jeffries are still updating the grave plans at the cemetery into computer format

The Clerk reported that Alan Groombridge is to arrange to have the top-soil delivered to the cemetery grounds in the next week to enable the numerous 'Sunken Graves' to be reinstated.

The Clerk reported that he has just received a new file relating to Cemetery Management and Administration from the SLCC. The document is 263 pages and provided details relating to all the current cemetery Rules & Regulations and will be a valuable asset to the running of the cemetery and grounds.

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. It was noted that we have received a copy of the draft letter to be issued to A C Hulme and that the Clerk and Cllr. Barlow will check the letter before confirming its issue.

**(d) Countryside.**

The Clerk noted that a meeting has been arranged for the 12<sup>th</sup> June 2008 between the Parish Council Tree and Pond Wardens, Cllr. Dawes, Cllr. Jeffries and himself.

The Clerk reported that the trees on the Memorial Playing Field adjoining Mr Griffins land will be pruned and the hedgerow cut back starting tomorrow, with new fencing also being erected.

Cllr. Butcher noted the ongoing problem with a couple of trees 'down' on the footpath at Thruxted Lane. He noted that he has contacted the PROW Office who had stated that they will remove them, but to-date nothing has happened. This will be followed up.

Cllr. Butcher noted that the Parish Council should write to Mid Kent Water regarding problems relating to FP477.

Cllr. Butcher also asked for clarification relating to the location of the steps on FP 487 which are disintegrating and require urgent repair/replacement. Cllr. A. Frost confirmed their location and Cllr. Butcher will contact the PROW Office.

Cllr. Dungay reported that two trees have been cut down recently around Rentain Road. Cllr. Dungay will telephone CCC to enquire whether they are going to replace these trees.

The next footpath walk will be on Sunday 20<sup>th</sup> July 2008 at 2.30 p.m. from the St. Mary's Church lych-gate, Chartham. Andreas Lowson will lead the walk.

**(e) Amenities.**

The Clerk reported that the new play equipment has been ordered for the Memorial Playing Field and installation should be within the next six weeks. The ground is currently being cleared before it is levelled and covered with top-soil and seeded.

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 was hit twice last week on both Friday and Sunday by an unknown lorry, and was literally knocked several feet into the road. The shelter is damaged beyond repair and an insurance claim has been submitted to Zurich Municipal. To resolve the claim and then order a replacement new shelter and have it erected will take several months.

The Clerk reported that a new litter bin, dog bin and cycle-rack have been ordered from Broxap Ltd.

The Clerk noted that a new notice board to be erected at the entrance of the village hall car park has been ordered from WDS Signs Ltd.

Discussion took place regarding the possible deployment of a number of 'skips' around the parish in July/August, for residents to clear away any household waste. It was decided that to deploy enough skips around the village to appease the requirements of all residents would require numerous skips and would be unreasonable on the grounds of cost.

Cllr. Dungay reported that the litter bin has been damaged outside the shop on the Memorial Playing Field and requires replacement.

Cllr. Graveson reported that the bottle bank outside the Spar shop at St. Augustine's is normally always overflowing with bottles and should be emptied on a more regular basis.

Cllr. Butcher reported that the seat outside the Post Office in Shalmsford Street is in poor condition and that we should consider its replacement. The Clerk will visit the site and report back at the next Amenities meeting. It was suggested that we could use the seat by the unused bus stop on the A28/ junction with Shalmsford Street to replace it.

Cllr. A. Frost read out an e-mail from Peter Harrington on behalf of the Village Fete Committee requesting that vehicles can be parked on the Memorial Playing Field on the day of the fete in August. The request was agreed subject to favourable weather conditions.

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

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

It was reported that the last meeting consisted 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 has requested some further information regarding current costs of the project and the Clerk is to meet with the Architect and Quantity Surveyor on Thursday to take the matter forward.

The Clerk reported that both the Shalmsford Street and Chartham Hatch play equipment has recently been painted.

**(10) VILLAGE HALL UPDATE.**

Cllr. Barlow stated that the Opening Ceremony of the Village Hall was well attended and that it was good to see Veronica Litten who has been involved from the start of the original project to raise money for the hall, officially open the new premises.

Cllr. Barlow also reported that the VHMC has Alan Green as its new Treasurer.

The Clerk reported that Robinson Solicitors are reviewing the 'Trust Deed' for the village hall and that he and Cllr. Barlow had recently met with Sandra Worth from Robinsons to discuss the matter in depth. The Clerk noted that he had forwarded plans of the hall and surrounding area to Robinsons who are to confirm the registration of the land with the Land Registry Office.

The Clerk reported that Paul Newman is currently working on the patio area outside the lounge alongside the Memorial Playing Field, and that he should complete the work early next week.

It was noted that the rear patio area and the 'planters' at the front of the hall have been completed and that both areas have been planted up by members of the VHMC.

Cllr. Barlow reported that we are still consulting with Clague Architects and Berkeley Construction regarding the 'Final Account' and 'AI's list' for the village hall. It was reported that we have now have answers to most of the questions that we have asked, but there is still also a 4 page 'snagging' list that is outstanding. Clague Architects have written to Berkeley Construction to ask them to finalise the account as soon as possible as well as ask them to complete repairs to a broken hinge on a door and other minor problems.

The Clerk reported that he was investigating the possibility of three further CCTV cameras around the village hall to cover the car park, rear of the hall and entrance to the new play area. The Clerk will check with CCC to see if CCTV cameras can be used to cover the new play area.

The Clerk reported that from his meeting earlier this morning with KCC Cllr. John Simmonds and Nicolette Cole from the 'Early Years Project', that a small room may be required for a proposed Health Visitor to use. It was suggested that they could use the IT room as this would provide the confidentiality required.

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

**Highways:**

The Clerk reported on his meeting this morning with KCC Cllr. John Simmonds and two Inspectors from Kent Highway Services. Various issues were discussed including the poor state of the road at the junction of Cockering Road and Rattington Street, which is on their list to repair but may well result in the road being closed to undertake long term repairs. A risk assessment is being undertaken to assess if the road should be closed or traffic lights used.

The issue of signage at the Milton Bridge roundabout to stop HGV's going across Cockering Road instead of going on the A28 to Arjo Wiggins Paper Mill, Newmafruit or Mansfield Farms was also discussed.

Other problems highlighted to the KHS Inspectors included the re-alignment of the A28/Hatch Lane junction, a broken bollard at the same site, damage to the bus shelter at the Railway Station, speed limit signage on the A28 and surface problems at Stour Road. The Inspectors went to look at the Stour Road problems and will investigate all the other issues raised.

Cllr. Butcher stated that some of the Farmers Market signs put up around the village each week are illegal and should be taken down as Kent Highway Services could take enforcement action.

Cllr. Dawes stated that cars are parking on the verges at the Chartham Hatch crossroads and could we erect more bollards to deter illegal parking. It was agreed that the Clerk should confirm who owns the land first and then consider the installation of more bollards.

Cllr. A. Frost reported that the road markings at the triangle at the top of Rattington Street/junction Cockering Road are in a poor condition and require 'refreshing'. The Clerk will report the matter to Kent Highway Services.

**Police Liaison:**

A detail of Police action over the last month was noted earlier in the Parish Council meeting.

**(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. Thompson.

**(13) DATE OF NEXT MEETING**

Next Meeting confirmed as **Tuesday 8<sup>th</sup> July 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 09.27 p.m.

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