

**CHESTFIELD PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 12 JUNE 2017**

Present: Parish Cllr Steve Bailey (Chairman) – for part of the meeting
Parish Cllr Chris Brealy (Vice Chairman) – and Chair for part of the meeting
Parish Cllr Pat Gibson
Parish Cllr Tricia Chapman
Parish Cllr Chris Ellis
Parish Cllr Anne Loder
Parish Cllr Bob Todd
Ms Amanda Sparkes, Clerk to the Council

3 x residents (only one for the whole meeting, and recording the proceedings)

29. **CHAIRMAN'S WELCOME**

Cllr Bailey welcomed everyone to the meeting. Apologies for absence were received and accepted from Parish Cllr Andrew Rabey (annual leave).

Cllr Bailey advised that he was only able to be present for part of the meeting tonight as he had a work emergency to deal with and needed to leave. He also advised that tonight's proceedings were to be recorded and video-ed by a resident in attendance. (Just ahead of the meeting commencing another member of the public present had asked the resident setting up his recording equipment, that they be excluded from any filming.)

The Clerk explained that there had been a letter from the WI who advised of a recent visit from a Fire Prevention Officer. Those present at the meeting were advised of the position of the fire exits and agreed assembly point (by the telephone box in Chestfield Road.) The WI are shortly installing smoke alarms and a carbon monoxide monitor in accordance with the advice they received.

30. **RESIGNATION FOLLOWING DUE PROCESS** – The Clerk confirmed that the vacancy following Paul Clayson's resignation is following due process.

31. **MEMBERS' INTERESTS** - Cllr Chapman declared an interest in Grasmere Pasture / Grasmere Gardens planning application, due to the proximity of the home.
Cllr Brealy declared an interest in the item on the planning appendix of the pond at the new Wedgewood homes development in The Drove, as he used to maintain the pond at the Chestfield Farm, now the development site.

32. **CLLR RESPONSIBILITIES AND SURGERIES**

Cllrs Responsibilities 2017-2018 – These were revisited since the May meeting and the latest list circulated. The Clerk will update the noticeboard posters and website and magazine.

The Clerk felt that ideally for Planning there should be at least another councillor – Cllr Rabey and the Clerk will lead, and Cllr Ellis and now Cllr Todd will be back ups. The Clerk also asked for more help with the public rights of way/footpaths/circular walk (as these do generate both resident enquiries and regular maintenance checks/work). Cllrs Rabey, Bailey, Gibson and Loder are now assigned.

Surgeries - The 'drop in surgeries' one hour prior to the parish council meetings, so commencing from 6.30pm, have now been manned by councillors on a rota basis, to the end of the year.

33. **MINUTES OF THE MEETING HELD ON 08 MAY 2017**

Cllr Brealy proposed and Cllr Gibson seconded and the Minutes were accepted as a true record of the meeting and the Vice Chairman subsequently duly signed them.

The Clerk later in the meeting, pointed out the need for an amendment to 08 May 2017 meeting Minutes, re Minute No 11, re the adjournment and the following paragraph that was recorded:
"A resident ... also mentioned the enforcement case created earlier this year (ENF/17/00061 dated 21 February 2017) for the Screwfix unit 101-104 Harvey Drive, John Wilson Industrial Estate CT5 3QZ and its illuminated signage. Cllr Chapman advised that some years ago, she had rung the manager of Screwfix and the light is on a timer and he adjusted this but it is still on all night on Sundays so she needed to contact him

again about that day..." *There should be an amendment to read* Cllr Chapman advised that some weeks ago, she had rung the manager, etc

34. **POLICING** – There was no update recorded. The Clerk confirmed she has talked to the PCSO.

35. **NEIGHBOURHOOD WATCH**

Neal Fowler, Vice Chairman of the Canterbury and District Neighbourhood Watch had provided a report to the meeting which had been circulated to all councillors prior to the meeting:
Neighbourhood Watch Update For PC Meeting 12 June 2017

1. The following crimes have been reported to Coordinators via the police messaging service:
 - a. Thefts from vehicles in the Whitstable area continued during May. Thieves are still mainly targeting vehicles to steal power tools. Police advice is to always remove valuables from vehicles when left unattended, especially at night.
 - b. Between 16:00 and 18:00 on the 3rd June 2017 burglars targeted a property in Grasmere Road where they attempted to steal a safe. This burglary follows at least 7 others recently in the Whitstable area where jewellery and valuables such as cameras have been stolen. In at least one of these a safe was taken from the property.
2. General warnings have been issued to NHW in the area by the police, the National Fraud Intelligence Bureau and/or other trusted sources over the last month:-
 - a. **Action Fraud** has received the first reports of Tech-Support scammers claiming to be from Microsoft who are taking advantage of the global WannaCry ransomware attack. One victim fell for the scam after calling a 'help' number advertised on a pop up window. The window which wouldn't close said the victim had been affected by WannaCry Ransomware. The victim granted the fraudsters remote access to their PC after being convinced there wasn't sufficient anti-virus protection. The fraudsters then installed Windows Malicious Software Removal Tool, which is actually free and took £320 as payment. It is important to remember that Microsoft's error and warning messages on your PC will never include a phone number. Additionally Microsoft will never proactively reach out to you to provide unsolicited PC or technical support. Any communication must be initiated by you.
 - b. Kent County Council has received a number of reports of doorstep criminals knocking on doors in Kent claiming to be Trading Standards Officers. The criminals are targeting people who have encountered a problem with a business. They ask for money upfront and claim they will arrange for the business to come back or use the money towards a further investigation. **Trading Standards Officers would never ask residents for money.** If you are unsure about the person's identity, phone 03000 412020 (not the number on their ID card). For advice or to report these criminals, contact the Citizens Advice Consumer Service 03454 04 05 06.
 - c. Smishing – the term used for SMS phishing – is an activity which enables criminals to steal victims' money or identity, or both, as a result of a response to a text message. Smishing uses your mobile phone (either a smartphone or traditional non-internet connected handset) to manipulate innocent people into taking various actions which can lead to being defrauded. The National Fraud Intelligence Bureau has received information that fraudsters are targeting victims via text message, purporting to be from their credit card provider, stating a transaction has been approved on their credit card. The text message further states to confirm if the transaction is genuine by replying 'Y' for Yes or 'N' for No. Through this method the fraudster would receive confirmation of the victim's active telephone number and would be able to engage further by asking for the victim's credit card details, CVV number (the three digits on the back of your bank card) and/or other personal information.
 - d. Kent County Council has received reports of doorstep criminals trying to sell overpriced household goods, first aid kits and fish to Kent residents. Purchasing goods from a doorstep criminal can lead to you being overcharged for poor quality and sometimes dangerous products. If you feel afraid or threatened by a doorstep criminal phone 999. For non-urgent calls phone Kent Police on 101.
 - e. Kent Police is warning residents across the county to be aware of a phone scam targeting the elderly. Fraudsters are reportedly calling homes claiming to be part of the HM Revenue and Customs Service, and threatening arrests for non-payment of tax. Residents are told to pay immediately with iTunes vouchers. A number of phone scam cases have been reported in the last four weeks and in some cases victims have lost thousands of pounds. The scammers are believed to

be calling from overseas and using spoofing technology to appear as a UK based phone number. This fraud can be defeated by spreading knowledge of the fraud and encouraging people to take a few minutes to check, verify and seek another professional or informed opinion, before rushing to pay. In any event HMRC would not wish to be paid in vouchers.

36. **ADJOURNMENT OF THE MEETING -**

A resident advised that he has had problems with collections of his recycling bin – it has not been collected for two months (although his black waste has). He has reported this and complained. He was advised that the crew had changed. He has also complained to the ward council, Cllr Samper. It was established though that no-one else has complained or is experiencing problems.

A resident also talked again about the trucks parked on the Reeves Way, and issues of noise from refrigeration and loud music, and the beeping of horns, engines running and drivers wandering around Grasmere Pasture after dark with torches. He explained he had talked to KCC Cllr John Simmonds. Cllr Bailey also offered to talk to Cllr Simmonds about this. Cllr Chapman advised that she has also made a complaint and also reminded councillors about the lack of toilet facilities. BBQs are also being used – and these could be a real fire hazard in dry weather. There is a history of fires here in recent years.

The Clerk was asked to email the PCSO and ask if the Police could arrange to walk through informally after dark to try and see the issues.

Another solution could be to introduce parking restrictions to apply over evenings and weekends only. The Clerk will make enquiries with CCC officers about this.

The meeting continued.

37. **Statement by Mr Neal Fowler re Parishioner's Complaint to CCC's Monitoring Officer Regarding The Parish Council Chairman**

Cllr Bailey advised that normally the adjournment is the only time for residents to get the opportunity to speak. But he had given special dispensation for a member of the public to clarify information about a complaint about the Chairman.

Mr Fowler was invited to read his statement which he did so to the meeting as follows:

“This statement is provided to the Parish Council, as requested by the Clerk.

It is noted that the Chairman wished for this matter to be included as an agenda item. As indeed I offered at conclusion of the last Parish Council meeting on 8th May, I would have been willing to have shared my views informally with members of the Council, but never-the-less welcome the opportunity to do so formally for the record by means of this statement.

The Parish Council has a fine reputation for the good work that it undertakes in our community, so it saddened me to feel the need to complain. The decision to do so was not entered into lightly. It is unfortunate that the material presented in this statement may provide uncomfortable reading for some members of the Council. And it is regrettable that former colleagues, good people, might be embarrassed as a result of making public the information required to fully explain the reasons for submission of my complaint to the Monitoring Officer. I trust, however, that they will understand the need for full and complete disclosure to assist the Council with this agenda item.

Firstly, on an important point of clarification, the complaint made to the Monitoring Officer was not anonymous as stated at the last Parish Council meeting. In making the complaint I requested that my name be withheld, unless there was specific need for it to be released in order to permit full investigation of the matter. I took that decision to reduce the possibility of conflict arising between the Chairman and myself during the course of the investigation.

I was aware of the Parish Council's complaints procedure before making my submission to the Monitoring Officer but I felt that I had sound grounds for not pursuing that route. During my short time as a Parish Councillor I became increasingly frustrated with the Council's poor application of its policies and procedures in certain areas, especially those relating to aspects of probity and democracy. Concerns about these issues met with an attitude of indifference from the Council's Proper Officer and rebuke from the Chairman, so nothing changed. Scrutiny of the Council Minutes even to this day confirms that certain requirements of Standing Orders are simply ignored - Standing Order 1 which deals with rules of debate for example. Whilst matters continue to be discussed by the Council, and resolutions are passed, nowhere in the minutes can one find evidence of councillors actually having voted on any motion debated - and that's simply because no votes have taken place. With attempts to raise awareness rejected, I resigned rather than be treated with disdain and continue to be party to such anomalies. So you see, my

experience did not exactly inspire confidence that my complaint would be satisfactorily investigated by the Council under its own local procedure.

The complaint to the Monitoring Officer relied upon the following factual information;

1. The Chestfield Parish Council survey questionnaire, circulated to residents last year, provided categorical assurance that views would be treated in 'strictest confidence' and anonymity of participants would be safeguarded.
2. At the Parish Council meeting on 9 January, during a disparate 'debate' about a flag pole, the Chairman identified a respondent from the survey, (who happened to be the wife of another parish councillor) and attributed, to her, a specific personal comment that she had made within the survey.
3. I wrote to the councillor concerned the next day, expressing my misgivings. He replied saying, "I was not too concerned re Steve's remark re my wife's comment. But thank you for your view of it. I did tell her when I got home and I agree that such issues from the survey do need to remain anonymised."
4. At no time during the council meeting, or in the response received from the councillor concerned, was mention made of the parishioner's agreement to release of either her identity or information that she had provided in the survey, despite this later being relied upon to explain legitimacy of the occurrence to the Monitoring Officer.

"Given the information available there clearly appeared to be grounds for belief that a breach of trust and confidentiality had occurred, capable of causing significant damage to the reputation and credibility of the Parish Council. The incident raised important questions regarding the security of confidential information provided in good faith to the Council as part of the survey. Of equal concern was the fact that no attempt was made during the meeting to challenge the disclosure, by way of raising a point of order in accordance with Standing Orders.

At the last Parish Council meeting the Chairman expressed concern that, as unpaid volunteers, parish councillors have to face the same intrusive investigation procedure, in respect of complaints made against them, as their paid City Council counterparts. The community is very appreciative of the parish councillors' voluntary role, but the fact remains that they are publicly elected officials. As such they are legally accountable for their actions, by dint of both the Localism Act and the Councillors' Code of Conduct, and members of the public have every right to question their behaviour through the procedures laid down by the City Council's Monitoring Officer. The Chairman's intimation that voluntary officials should have some sort of privileged treatment when suspected of misconduct is deeply worrying. On one point however, we do agree. The Monitoring Officer's investigation did exceed the timescales laid down under the complaints procedure and the reasons offered, on the two occasions upon which I contacted him to prompt progress, did not seem to adequately explain for the delay.

At conclusion of the investigation the Monitoring Officer formed the view that, based upon information provided to him by the witnesses that he sought to identify, he found no evidence that confidential information had been put into the public domain, and therefore that no breach of conduct had occurred. His conclusion, however, failed to recognise one very important point; on the evening of 9th January 2017 it definitely appeared, to members of the public present, that a confidence had been broken. The reputation of the Council has, as a result, been adversely affected, irrespective of the Monitoring Officer's conclusions. When conducting its business at future meetings it might, therefore, be helpful for the Council to reflect upon a salient truism: Glib communication, if indeed that's what it was, leads easily to creation of perceptions that can cause long lasting damage to the Council's hard earned reputation. Professionalism in public office, of course, reduces that risk.

As far as I am concerned the complaint was, given the information available, wholly justified - and in similar circumstances I would not hesitate to exercise my right to take the same course of action again, because anarchy ensues if public officials, voluntary or salaried, are allowed to become unaccountable."

Cllr Bailey thanked Mr Fowler for his clarification, commenting that this was now duly recorded and his comments noted. The meeting continued with no further discussion.

38. **PLANNING**

Councillors considered planning applications in Appendix 2 previously circulated. Decisions reached and latest information now attached as Appendix 2 to these minutes.

CA/17/00469/OUT - Grasmere Gardens, Land South of The Ridgeway: Outline application for 300 dwellings, employment space; a community hub to include shops, financial services, food and drink outlets; non-residential institutions to include clinics, health centre, crèche, nursery and day centre; a cafe/restaurant/bar; 7.16ha of open space, play facilities, car parking and landscaping. The parish council's response was sent to CCC on 20 April 2017. Chestfield Parish Council has objected on the grounds of Foul drainage capacity; Surface water issues; Access, emergency access and speeding traffic; Transportation, public transport and parking; Future Maintenance of Open Space and Primary Education/ Innovation Centre, Nursery, Cafe and Shops Parking arrangements. The Clerk has uploaded the full objection letter to the front page of the parish council website at: <http://www.chestfieldpc.kentparishes.gov.uk/wp-content/uploads/2017/04/CA17-00469-OUT-PC-RESPONSE.pdf>
There is no update on the determination of the application as yet.

Chestfield Farm "The Willows" / Wedgewood Homes

At the May 2017 meeting concern was raised to the previously existing pond/ new drainage pond at the new Chestfield Farm development "The Willows" in The Drove. There are some concerns about the future maintenance of it in view of new fencing incorporates it and put it into the curtilage of one of the new properties. It could possibly be filled in in the future but it should be kept as a sustainable drainage feature along with the one at the back of the new development site. It needs this a restriction/caveat for any sale of the property/land.

The Clerk followed up after the meeting with the director of Wedgewood Homes. He replied that he had noted concerns regarding the pond to the front of their Chestfield Farm development and confirmed that whilst the drainage pond is technically within the curtilage of one of the homes and is to be the responsibility of the new homeowner to maintain, there are restrictions within the sale transfer to restrict any alteration to the shape and structure of the pond and to prohibit infilling of the pond. The new homeowner will also have obligations to ensure the future maintenance of the pond. He also confirmed that Wedgewood Homes have a retained right to access any part of Chestfield Farm Court and carry out works as required to ensure future maintenance, including the pond, areas is carried out satisfactorily and also access to ensure that the EPSM Licence in relation to Great Crested Newts is adhered to. The Licence includes for monitoring of all existing water bodies to ensure these are maintained and preserved, this is to be monitored by an Independent Ecologist.

Councillors felt that it was important that the new owners of the land with the pond know about its limitations and the email assurance is fine for that. But in light of the location of the pond and with clauses giving the new owner responsibility, whilst this gives some assurance for the future, the parish council would wish to see a written statement of copy of the clause(s) in the sale contract which sets all this out. The parish council may then keep this on file for future reference should the need arise to refer to it in the future.

Cllrs also questioned that, although a contract is a legal document, how would any future enforcement be taken – and by whom? For example if the property and land were resold with subsequent owners – is it a transferrable document? Cllr Brealley commented that although he had declared an interest, he felt he could contribute to the discussion here – and that he felt that Wedgewood Homes would be responsible for enforcing it; when Hollamby Estates sold it they made sure that there was a clause put in that Wedgewood Homes were now responsible.

The pond was referred to in the planning proposal but the parish council was not sure that it is a detailed condition of the planning permission. An individual owner was also considered to be better than a shared responsibility. Cllr Ellis advised that there are historic photos over the last 80 years that show the pond and it is sometimes very enlarged. Plus there are steep banks on three sides of it so any householder could be motivated to fill it in if they had a young family.

In parallel to this item above, Cllr Rabey had been approached since the May meeting from a representative of Wedgewood Homes who were offering to sponsor a community sports style event at the ball court at the Rugby Club. The parish council felt that such an idea could not be pursued until there had been a signed sight of the pond enquiries resolution above.

It was that this point in the meeting, that Cllr Bailey had to leave for a work emergency, and Cllr Brealy therefore took the chair.

39. **FINANCIAL MATTERS**

RECEIVED the bank statement for May 2017, and RESOLVED the signature of a councillor other than the Chairman thereon;

Re the £300 KCC Member Grant in 2016-2017, from (the then) KCC Cllr Mike Harrison - as a donation to one of the new benches at the play park on Chestfield Road - NOTED that on 31 May 2017 the Clerk completed the online Monitoring Form to satisfy the conditions of the grant – Project Reference is CA-16/59 and online completion reference was AF1727526. A copy of the invoice paid in full was sent in the post shortly afterwards as evidence of spend.

Re the £1,000 KCC Member Grant in 2016-2017, from (the then) KCC Cllr Mike Harrison - as a donation towards the new trees adjacent to the play park and along the frontages both sides of Chestfield Road - NOTED that on 5 June 2017 the Clerk completed the online Monitoring Form to satisfy the conditions of the grant – Project Reference is CA-16- 102 and online completion reference was AF1730419. A copy of the invoice paid in full was sent in the post shortly afterwards as evidence of spend.

NOTED that there has been no reply to the parish council request for further information and clarification, from Kent Environment and Community Network (KECN), further to the discussion at the 8 May 2017 parish council and their request for a £500 donation towards legal costs of £25,000 for a Judicial Review against the Canterbury South urban Extension Development (Mountfield Park application CA/16/00600) on the grounds of worsening air quality and traffic.

Review of Standing Orders and Financial Regulations

It is best practice that the parish council undertake a review of these documents once every financial year (and/or when national amendments are made.) Cllr Todd and Cllr Chapman offered to work on these with the Clerk and bring back comments to full council.

Annual Return year ending 31 March 2017

NOTED that the Clerk returned the signed form and all accompanying documents to PKF Littlejohn by recorded delivery after the last parish council meeting.

NOTED the Clerk has made arrangements for the exercise of public rights to inspect the accounts and a template completed by the Clerk is now posted on the parish council noticeboards until 14 July 2017. The Clerk has also posted this on the parish council website with the Sections 1 2 and 3 of the Annual Return for information to residents. (The subsequent signed report returned by PKF Littlejohn with the Annual Return must also be published on the parish council website by 30 September 2017)

40. **AUTHORISATION OF ACCOUNTS**

The Clerk presented finance sheets for cheque payments requiring authorisation totalling £792.79, together with items listed on an additional sheet totalling £3,452.94. The financial matters and accounts were authorised for payment.

41. **CHRISTMAS CAROLS**

The Christmas Carols event start time change from 8pm to 7pm has already been confirmed. The Clerk confirmed that Father Kevin has given written consent for an advertising banner across the Church green this year. This will be arranged in due course.

42. **QUIZ SUNDAY 23 JULY 2017**

The Quiz will run on Sunday 23 July 2017 from 5pm at the Chestfield Cricket Club in Grasmere Road, with proceeds from the event to be split between the Cricket Club and "Tree Tops Animal Rescue". The Clerk has advertised the event in the June magazine. There are six tables booked. Cllr Gibson has kindly been collecting tombola prizes and researched food platters. The Clerk will talk with her to finalise arrangements. Cllr Chapman kindly offered to donate a raffle prize. The Clerk asked councillors to think about the catering options and explained that a resident when booking a table had offered to assist with any in-house catering. To make a greater profit it was resolved that catering should be done in house, and in the form of a cold buffet option for each

table. Cllr Gibson, Cllr Loder and the Clerk will arrange this. The Clerk will speak to the resident volunteer about assisting too.

43. **CLERK'S REPORT** – This was circulated prior to the meeting; most items from it are updated elsewhere in these Minutes.

Maintenance of benches at Radfall Recreation ground - The Clerk would like to record thanks to Cllr Todd and his wife for their help in sanding and staining the six benches at the Radfall Recreation Ground.

Circular walk plastic leaflet dispensers - The Clerk would also like to record thanks to Cllr Todd for his assistance to put up the plastic leaflet dispensers on the parish external noticeboards.

Comments, Complaints and Compliments Policy

Further to the May 2017 parish council meeting, the Clerk has amended the council's policy on the parish council's website, to amend the following paragraph to provide a commitment to a timescale as follows: "Any complaint made to the council will be dealt with promptly and with discretion. If there is likely to be a delay you shall be informed as soon as possible with reasons for the delay and an indicative resolution date. We will acknowledge all forms sent to us and where necessary we will aim to respond to you fully within 10 working days (although please note that any complex case could take longer, but we will endeavour to provide you with regular updates should this be the case)."

Write-up of the KCC Highways and Transportation Tracker Survey.

In September - November 2016, KCC Highways and Transportation promoted completion of their Tracker Survey. The Report is now available to view at <http://www.kent.gov.uk/about-the-council/strategies-and-policies/transport-and-highways-policies/highways-transportation-and-waste-tracker-survey-report>

Details of Southern Water's project to improve bathing water quality:

1. There are seven locations where Southern Water will work with local authorities, the Environment Agency and other organisations to find and fix the causes of pollution which are preventing bathing waters from being consistently rated Excellent. In Kent these include Deal Castle, Leysdown and Minster Leas.
2. Potential for a second stage of work at six of the 14 bathing waters which were not selected. These six have a possibility of attaining the Excellent standard if some interventions are pursued. Southern Water propose to work in partnership with the local authorities at these six and intend to contribute to the required improvements ourselves.
Of these six location, four are in Kent: Sheerness, Tankerton, Herne Bay and Folkestone in Kent

Kent Police Open Day

Kent Police will hold their 5th Open Day on 2 July 2017 at Kent Police HQ, Sutton Road, Maidstone, celebrating 160 years of Policing in Kent. All are welcome and entrance is free. Running from 10am-4pm, the event offers something for all ages: police dog, public order and personal safety demonstrations; information on working with emergency service partners to keep Kent's roads safe and a live pursuit following a collision in our vehicle training area; information on how Kent Police solved some newsworthy crimes - and the lengths criminals go to in hope to evade the law. Also, tips on road safety; meet the police dog, marine, motorcycle, helicopter and crash investigation teams; spend time in a cell, collect evidence at a mock crime scene and get crime prevention advice. There will also be information on the latest job and volunteering opportunities and opportunity to chat about a career in policing. Show times will be repeated, so whether you come first thing or later on you won't miss out. The Kent Police College complex is on Coverdale Avenue (behind Morrison's). There will be limited free public/disabled parking - look out for car park signs on the day. Sat nav postcode: ME15 9DP. Food, drink & ice creams can be purchased on site. No tickets are required, but join the Facebook event page so Kent Police can gauge numbers.

44. **Canterbury City Council to carry out a Community Governance Review**

Canterbury City Council is to carry out a Community Governance Review which is the opportunity to look at whether the current parish council arrangements are working in the best possible way.

The review could decide to change current parish boundaries, change the number of parish councillors or to merge, abolish or create new parish or town councils. All parish council chairs and clerks as well as representatives from KALC have been invited to a meeting on 26 June in the Guildhall in Canterbury. Cllr Bailey, and Cllr Todd and the Clerk will attend and report back.

45. **CHESTFIELD VILLAGE SURVEY 2016 AND ACTION PLAN**

There have been 450 responses from residents giving a response rate at 32%. Cllrs Gibson and Todd and the Clerk have met again to progress the write up from the responses.

The Clerk explained that they have created a half-way document which they are referring to as an "areas for action document". The intention is to work further on this to create an emerging Action Plan. And add short term/medium/term and long term notations to the actions.

The areas for action document will be uploaded to the parish council's website. Cllr Todd explained that lots of the entries on it will act as feedback to the residents.

The Clerk asked to record thanks to Cllrs Rabey, Gibson and Todd for all their hard work and assistance in working on the responses so far. Cllr Gibson asked that thanks be recorded too to the Clerk for compiling everything in to the document.

46. **CHESTFIELD PLAY PARK – POSSIBLE NEW PROVISIONS**

New play provision - Concrete table tennis tables and extending outdoor gym pieces

Cllr Bailey mentioned the possibility of the parish council providing some concrete table tennis tables at the May 2017 meeting. He obtained a link with more information which has been circulated to all councillors.

The Clerk spoke to an officer at CCC to explore if the parish council might pay for one or two of these. The Clerk also asked if they would be agreeable to the parish council also seeking quotes to extend the number of outdoor gym items at the Chestfield play park. The CCC officer has requested a site visit to discuss these ideas.

The Clerk also reminded the councillors of Cllr Rabey's suggestion that a councillor and the Clerk undertake a survey with members of the public at the play park to gather their comments on these two ideas also. Cllr Rabey has offered to help with one session. Cllr Chapman and Cllr Brealy also volunteered for other times too.

The Clerk was asked to start an email with some draft questions about what should be asked.

Community Right to Bid

Following on from the work on the survey responses and emerging action plan, the parish council may like to consider the Community Right to Bid. The Clerk explained that CRTB legislation means that the parish council may look to getting assets of community value in the village added to a register of assets, held by Canterbury City Council, whereby if there is any notice of their disposal or sale, the parish council be notified and the parish council / community then have a limited amount of time to raise finance and have a right to bid to buy the asset before it can be sold on the open market.

An asset could be land and/or buildings. If any assets are successfully added to the register, this gives a right to bid on an asset – but not a right to buy.

This was discussed and all councillors felt that Chestfield Parish Council should progress the undertaking of this and nominate the following assets in the village:

- the Radfall Recreation ground; the Chestfield Road play area (without the Serco storage shed); the Serco storage shed at the Chestfield Play area; The WI Hall; The Rugby Club and possibly the telephone exchange at junction of Molehill Road, with Chestfield Road if it fits the criteria as an asset.

Cllr Ellis will assist the Clerk with the application process. Cllr Brealy will supply the required land registry maps for each asset.

Cllr Todd commented that there should be an internal mechanism implemented to ensure there is a yearly review of any items on the Community Right to bid register in due course if any are successful.

47. **HIGHWAYS**

TRO for Chestfield roundabout Old Thanet Way and stretch along The Oyster Bed

Since December 2016 the parish council has been trying to initiate and pay for a traffic regulation order to try and get a speed limit reduction from 60mph to 40mph along the stretch of the old Thanet way alongside The Oyster Bed etc. The confirmed submission of the outline application for

Grasmere Pasture development and its resulting increase in traffic and vehicular movements was considered a material change to support this call. The Clerk finally heard that the process was to log a request to a contact in the Highways Planning and Development team and this was logged on 21 May 2017 with reference number 281456.

The following has been received in response: "The Transport Assessment for the outline application of Grasmere Pasture is suggesting an extension of the existing 40mph between two locations. Extract below;

" it is proposed to seek to reduce the speed limit along the A2990 Thanet Way between the junction of Clover Rise and Foxgrove Road to Reeves Way from 60mph to 40mph."

This has been supported by both the planning and development team and the signals team in Kent Highways so should therefore be included within the Section 278 works associated with the development should that be approved. This should happen, should the development come to fruition.

If the outline application is granted and a full application comes forward then this should be mentioned in the further response that the parish council make at that future time.

Right hand sign for Radfall Hill to alert drivers to the junction at Dukeswood - The parish council would like to try and pay for a right hand sign here. The Clerk has re-started a request / enquiry with a Kent Highways Traffic Designer contact and made a new email enquiry to this Engineer in Kent Highways Service on 21 May 2017.

Provision of new bus stops at the bottom of Radfall Hill / Radfall Ride

The Clerk report had details about the new bus stops recently provide in the Radfall hill area. The Clerk had reported the provision of the new bus stops at Radfall Ride at the 10 April 2017 parish council meeting. There have always been 'request' stops in this vicinity prior to these being marked out. The new stops have a raised path to allow easier access for those who require wheelchair access or Motability scooters. Chestfield Parish Council was not consulted about the positions of these, nor made aware that they were being created.

There are concerns about road safety for both drivers and pedestrians, as well as residents of Radfall Ride, and the use of the stops by disabled people in wheelchairs, as there are issues of obstruction into the entrance of Radfall Ride, issues of visibility, and road safety, queries around the thought in the final locations and possible other better considerations.

The Clerk confirmed that she and Cllr Rabey and Cllr Loder will follow up this item after the meeting.

48.

ENVIRONMENT

Tree planting adjacent Fern Close, at the play park, Chestfield Road

The Clerk explained that she has spoken to the Kent Highways officer to progress this project. Due to bird nesting the fells and replacement tree planting will happen in the Autumn. The Clerk confirmed that KHS are mindful of the species that the parish council wish to avoid. The KHS officer will provide prices to discuss and ratify at the July 2017 parish council meeting to get the item ready for early Autumn planting.

Possibility and highways permission for a new Noticeboard at the play park

The Clerk explained she had submitted the licence required to Kent Highways to install a noticeboard by the car park at the playpark (as technically this land is classed as highways verge). The Clerk explained this has been acknowledged but she will need to chase for a decision.

Circular walk

The golf club as the landowners of a section on the golf course that gets particular muddy, has given permission for the parish council to go ahead with getting quotes for improvement work to be carried out and paid for by the parish council. Possible ways to deal with the muddy section were previously thought perhaps shingle secured with a mesh – or wooden duck board with chicken rail to keep it from being too slippery – and even a hand rail? The Clerk and Chairman are trying to set a date to visit and then get suitable quotes.

Cllr Todd advised that some areas of the circular walk are overgrown. He, and Cllr Ellis and the Clerk will walk the route and look at what may be done.

Suggestion to try and tidy the verge outside the Telephone Exchange in Molehill Road.

The area around the telephone exchange at the junction of Molehill Road with Chestfield Road is unkempt. But organising a working group such as that arranged in 2016 for the shrub bed project at the play park is not considered the answer for this location as there are several issues. It was agreed that Cllr Brealy and the Clerk would attend the telephone exchange and try to negotiate a way forward with any employee working in there.

49. **WRFC BALL COURT**

NOTED that the Clerk emailed the Rugby Club secretary on 20 May 2017 to chase the return of the signed agreement around the ball court. Two copies had been signed by the parish council Chairman and sent to the Club on 20 February 2017 – one for retention and one for them to sign and return.

The Secretary acknowledged this on 21 May 2017, and advised he would ensure it went on the next meeting agenda.

Rugby club representatives agreed a limited open access to the ball park via a key to be held by the steward at the sandwich/burger stand. NOTED that the Clerk has prepared notices for the parish council’s noticeboards that the key to the ball court may be collected from the burger van steward.

The meeting closed at 8.45p.m.

Signed: Date:
Chairman

Please note these Minutes remain as draft Minutes until they are approved by the parish council at their next parish council meeting

**CHESTFIELD PARISH COUNCIL
PLANNING REPORT, 12 June 2017**

APPENDIX 2

CA/17/00469/OUT - Grasmere Gardens, Land South of The Ridgeway: Outline application for 300 dwellings, employment space; community hub to include shops, financial services, food and drink outlets; non-residential institutions to include clinics, health centre, crèche, nursery and day centre; a cafe/restaurant/bar; 7.16ha of open space, play facilities, car parking and landscaping.

TO NOTE that the parish council’s response was sent to CCC on 20 April 2017.

Chestfield Parish Council has objected on the following grounds:

1. Foul drainage capacity
2. Surface water issues
3. Access, emergency access and speeding traffic
4. Transportation, public transport and parking
5. Future Maintenance of Open Space.
6. Primary Education/ Innovation Centre, Nursery, Cafe and Shops Parking arrangements

The Clerk has uploaded the full objection letter to the front page of the parish council website at: <http://www.chestfieldpc.kentparishes.gov.uk/wp-content/uploads/2017/04/CA17-00469-OUT-PC-RESPONSE.pdf>

Drainage Pond at the new Chestfield Farm development, The Drove

At the 08 May 2017 parish council meeting, Cllrs had some concerns about the drainage pond at the new Chestfield Farm development “The Willows” in The Drove. This was followed up after the meeting with the director of Wedgewood Homes. See above in these Minutes for full details.

New Applications

9	CA/17/01079/FUL – 10 Laxton Way Proposed single-storey rear extension.	The parish council has no comments.
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10	CA/17/01056/FUL - Land North of Thanet Way, Chestfield, Proposed light industrial/commercial development comprising 6 no. two-storey units with associated parking.	This is the site opposite the petrol station below the Swalecliffe station and just down from Johnsons Nursery. The Clerk circulated key documents to cllrs. Business development at CCC are supportive of the proposals and pre-application discussions with Kent highways had suggested a no right hand turn into the site if travelling from Herne Bay, so all traffic into the site only enters to the left and conflict with the petrol station is avoided. The cycle path will also be extended from the roundabout and there should be landscaping around the perimeter. The parish council had some highways concerns about traffic <i>coming out of the site turning right</i> crossing the central reservation, and if there is sufficient parking.
11	CA/17/01119/FUL - 80 Chestfield Road Proposed single-storey rear extension.	The parish council has no comments.
12	CA/17/01231/FUL - Woodway, Broomfield Gate, Chestfield, CT5 3ES Proposed detached single-storey double bay car barn.	Comments are due by 23 June so a delegated authority is required if the parish council make any comments.

Notifications

CA/17/00530/FUL – 29 Plantation Road Proposed single storey side and rear extension, one and a half storey side extension and single storey front extension.	Granted by CCC
CA/17/00757/TPO - Molehill Court, Molehill Road, Chestfield TPO no 2, 1968 - T1 - reduce crown and stems by upto 3m of Oak tree located to the left front boundary line (roadside tree).	Granted by CCC
CA/17/00769/FUL - 16 Longtye Drive Proposed single-storey side extension.	Granted by CCC
CA/17/00775 - Greenlee, Radfall Road, Chestfield, CT5 3ER Variation of condition 02 (drawings) of planning permission reference CA/16/02712/FUL for the proposed two storey extension; to allow change in hipped roof to gable roof on side elevation.	Granted by CCC
CA/17/00662/FUL - 51 Maydowns Road Proposed single-storey rear extension, porch and loft conversion.	Granted by CCC
CA/17/00763 - Becketts Croft, 7 Grasmere Road, Chestfield, CT5 3LY Proposed single-storey rear extension to house and garage along with new gated parking arrangements.	Granted by CCC

Enforcement

ENF/17/00061 dated 21 February 2017

Screw Fix, Units 101-104 Harvey Drive, John Wilson Industrial Estate CT5 3QZ

An enforcement case was created in February 2017 with the installation of an illuminated sign. The illumination caused nearby residents to complain as it shines in their homes. Cllr Chapman some weeks ago rung the manager of Screwfix - the light is on a timer and he adjusted this but still shone all night on Sundays. The CCC Enforcement officer has visited and spoken to the manager and he agreed to adjust again for Sunday evenings – this needs to be clarified that this is now in place. The issue of whether there was a breach of permission and whether the signage needed a permission or should have a retrospective permission remains outstanding. The Clerk has spoken to the enforcement officer and a further reply is awaited. It is likely that CCC will consider it not worth further pursuit if the illumination issues are resolved.

The Clerk will give any update at the meeting.