

**CHESTFIELD PARISH COUNCIL  
MINUTES OF THE MEETING HELD ON 10 JULY 2017**

**Present:** Parish Cllr Steve Bailey (Chairman)  
Parish Cllr Chris Brealy (Vice Chairman)  
Parish Cllr Andrew Rabey  
Parish Cllr Anne Loder  
Parish Cllr Bob Todd  
Ms Amanda Sparkes, Clerk to the Council  
1 x resident (who recorded the proceedings)  
KCC Cllr John Simmonds (for most of the meeting)

50. **CHAIRMAN'S WELCOME**

Cllr Bailey welcomed everyone to the meeting. The Clerk ran through the fire drill routine for the WI Hall. Apologies for absence were received and accepted from Parish Cllr Pat Gibson (annual leave), Parish Cllr Tricia Chapman (annual leave) and Parish Cllr Chris Ellis (family commitment). Cllr Bailey advised that tonight's proceedings were once again being recorded and video-ed by a resident in attendance. He commented that he hoped it would not prevent debate. Cllr Rabey stated that he understood that the resident had a right to film, but asked why he was doing so. The resident stated that he was exercising his right as a member of the public, and was using the footage to explain the meeting purpose and check process. Cllr Rabey asked about where it may be shown and the resident explained he had the right as per BBC procedures to use the footage on places such as UTube, the net and anywhere they do.

51. **VACANCY** – The Clerk confirmed that the vacancy is following due process and there is a suitable candidate who has expressed an interest in it, but is away at present so cannot be co-opted until the September meeting at the earliest.

52. **MEMBERS' INTERESTS** – None.

53. **MINUTES OF THE MEETING HELD ON 12 JUNE 2017**

Cllr Bailey reminded everyone that he had not been present for the whole meeting so could not approve the Minutes. Cllr Todd proposed and Cllr Brealy seconded and the Minutes were accepted as a true record of the meeting and the Chairman subsequently duly signed them after the meeting.

54. **POLICING** – Cllr Loder advised that the WI hall had sustained damage to a window in the ladies toilet. It looks like a BB gun shot. It has been reported to the Police and she has a crime number. Cllr Rabey suggested it would be good to have neighbourhood watch co-ordinators aware and Cllr Loder agreed to send the details to Neal Fowler to onwardly distribute. Cllr Rabey confirmed that PCSO Jade Hoyle is still on desk duties and offered to contact her for an update on PCSO cover. The Clerk will contact her for details of who to advertise in the September magazine.

55. **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 10 July 2017

1. Crimes reported to Coordinators via the police messaging service:

None reported for the Chestfield area - Police are having problems with their email system.

2. General warnings issued to NHW in the area by the police, the National Fraud Intelligence Bureau and/or other trusted sources over the last month:-

i) Following the statement from the Met Police that a Hotpoint FF175BP fridge freezer has been identified as the initial source of the Grenfell Tower fire in London, Hotpoint have issued the following statement: Owners of a Hotpoint fridge freezer model FF175BP (White) or FF175BG (Graphite) should call the manufacturer's freephone hotline on 0800 316 3826 to register their details for further information. If you're unsure if you own an affected model, check inside your fridge for the model number. Most will be on a bar code on a sticker behind the salad container. If you do think you may

have an affected model, please contact the manufacturer on the above number or visit their website. Customer service agents will register your appliance and give you current advice. It is also best to follow standard safety advice and not overload plugs, ensure sockets are not damaged and check cables and leads are in good condition.

ii) Fraudsters have been advertising vehicles and machinery for sale online. Victims receive a bogus email apparently from a third party who will keep the payment until the buying and selling parties are both happy with the deal. These emails are designed to persuade victims to pay upfront, via bank transfer, before visiting the seller to collect the goods. The emails also claim that the buyer (victim) has a cooling off period to reclaim the payment if they change their mind, which gives victims a false sense of security.

**Protect yourself:**

When making a large purchase such as a new car or machinery, always meet the seller face to face first and ask to see the goods before transferring any money.

If you receive a suspicious email asking for payment, check for spelling, grammar, or any other errors, and check who sent the email. If in doubt, check feedback online by searching the associated phone numbers or email addresses of the seller.

Contact the third party the fraudsters are purporting to be using to make the transaction. They should be able to confirm whether the email you have received is legitimate or not.

False adverts often offer vehicles or machinery for sale well below market value to entice potential victims; always be cautious. If it looks too good to be true, then it probably is.

If you have been affected by this, or any other type of fraud, report it to Action Fraud by visiting [www.actionfraud.police.uk](http://www.actionfraud.police.uk), or by calling 0300 123 2040.

iii) The National Fraud Intelligence Bureau and Action Fraud have noticed a rise in the reporting of pets, and in particular puppies and kittens, being advertised for sale via online auction websites. Fraudsters place an advert of the pet for sale, often claiming that the pet is somewhere less accessible or overseas, and request an advance payment. However, the pet does not materialise; the fraudster asks for further payments for courier charges, shipping fees and additional transportation costs. Even if further payments are made, the pet will still not materialise as it is likely to not exist.

iv) A Kent resident received an email which appeared to be from their builder requesting the next instalment. The email requested £18,000 to be paid into a new bank account. The resident only found out it was a scam when their builder told them they hadn't sent the email and hadn't changed their bank account. Be wary of emails asking for payment even if they are from someone you know. Contact the emailer on a telephone number you know to be correct to find out if the email is genuine. **Always regularly update antivirus software on computers and laptops and change passwords regularly.** Visit [kent.gov.uk/scams](http://kent.gov.uk/scams) to find out how you can protect yourself and your family from online scams.

56. **ADJOURNMENT OF THE MEETING -**

A resident read a statement he had prepared, around the parish council's decision at the 12 June 2017 parish council meeting, to nominate five assets for consideration by CCC under the Community Right to Bid legislation. The resident queried whether the decision was constitutionally sound, queried the adherence to certain standing orders on decision making, and further queried why after councillor debate included it, the Minutes of that meeting omitted the Chestfield golf club as a further potential additional community asset for nomination. The parish council advised the resident he would receive a written reply within 10 working days.

The meeting continued.

57. **KCC Cllr John Simmonds**

Cllr Simmonds advised that city councillor Jenny Samper had sent apologies through him – she is attending another CCC meeting. He explained that the issue of lorry parking on Reeves Way, mentioned at the last meeting, had also been raised with Richard Jenkins at CCC, and a restriction on parking being requested. The Clerk confirmed she had also spoken with this officer, and the item appeared later in the agenda for consideration.

Cllr Simmonds drew attention to the Grenfell Tower fire and the issues with cladding, and that KCC, with responsibility for schools, are looking at this. Most schools are only two storeys high and with daytime evacuation measures in place. He confirmed that KCC are looking at this seriously. He explained that there had been an incident in Dartford with an overnight fire but fortunately everyone had gotten out without incident.

Cllr Simmonds mentioned KCC finances, commenting that there appears to be no sign of austerity ending. Government have local authorities backed into a four-year agreement (ending in 2019-

2020). The minimum wage and the care industry is a concern in light of reducing budgets, but Cllr Simmonds explained that KCC hope to maintain services though for 2018-2019.

Cllr Rabey advised Cllr Simmonds that the village survey cited loneliness as an issue and Chestfield Parish Council want to identify such individuals and there could be opportunities for joint working with Kent County Council? Cllr Simmonds explained that at Chartham he funds some social care worker hours around exploring in-home changes residents may need, such as a wet room provision. The link is through the Northgate Ward community centre. He commented that early identification is crucial. He advised that he also pays for a health visitor at a Mother and Baby group.

Cllr Simmonds explained that KCC has seen an unprecedented rise in children imported from outside areas, so there are some short term pressures on school places, etc.

Cllr Brealy advised that the outline application for Grasmere Pasture makes provision for a primary school, but that Chestfield Parish Council is not asked to get involved in the S106 Agreement and it is difficult to get information. Cllr Simmonds advised the provision is formula driven and offered to try and get an update for the parish council.

## 58. **PLANNING**

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

There are also two closed enforcement cases and one newly opened Enforcement case concerning potentially unauthorised ground works at the Whitstable Rugby Football Club. The Clerk, on receipt of reports from residents, has reported this and there are ongoing enquiries through CCC Enforcement team, CCC Property Services and Kent County Council's Public Rights of Way team.

NOTED the latest situation re the Canterbury District Local Plan and the inclusion of Grasmere Pasture as a strategic site by the Inspector in his report to CCC. The report was received by the city council on 15 June 2017. The report concludes that the Local Plan is 'sound' and legally compliant, subject to a number of Main Modifications which have been recommended by the Inspector. CCC will take the Inspector's report to Full Council on 13 July 2017 with a view to adopting the CDLP then. The Inspector's report and his main modifications is at:

<https://www.canterbury.gov.uk/localplannews>

**CA/17/00469/OUT - Grasmere Gardens, Land South of The Ridgeway:** Outline application for 300 dwellings, etc. There is no update on the determination of the application as yet.

Grasmere Pasture has been included by the Inspector in his report about the Canterbury District Local Plan and it is to be a strategic site for housing in the plan, if adopted.

NOTED that the GVRA and SPACE have sent a letter to CCC which has been circulated to all Canterbury Councillors asking them to reconsider the inclusion of Grasmere Pasture in the CDLP.

### **KCC pre-planning application consultation for the Sturry relief road**

(More detail on the Planning Appendix). The Clerk felt that Chestfield Parish Council may wish to make comments on the Sturry Relief Road: *The third lane currently proposed as the bus lane is important. It gives flexibility for other future use and it is important to include it now for future flexibility and for current cost considerations. The Clerk explained that there are exhibitions due at the end of July and she will attend and let councillors know the details too, and following that information, a comment may be ratified by email.*

### **CCC Community Governance Review**

RECEIVED the Clerk report on the CCC Community Governance Review. The Chairman explained that he and the Clerk attended a presentation in the Guildhall about this. A copy of the report is included as an appendix to these Minutes. CCC's Community Governance Review will look at the current parish council arrangements. 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. Parish Councils are invited to give early comments. There has been discussion by email prior to the meeting.

Cllrs discussed possible changes to the parish boundary. Cllr Rabey proposed that Grasmere Pasture be included in the Chestfield boundary – whether built on or not – and if built on he felt that it would encourage new people to feel connected to Chestfield. Cllr Bailey commented that people

do feel that Grasmere Pasture is connected to the village, and that Chestfield Parish Council has been as involved as far as they possibly could be in the planning process around it. Cllr Rabey quantified that this is not about anticipating an outcome. Cllr Bailey stated that residents of Chestfield and Grasmere Road wanted the parish council to be involved as much as they could. Reeves Way is in the parish, so it makes sense to include Grasmere Pasture.

Cllr Todd asked about the relationship to the land outside the Grasmere Pasture boundary – the Clerk clarified that it is currently un-precepted and unparished.

Cllr Brealy commented that it makes sense to include The Brook and the drainage channels as they are shared on the boundary currently.

Cllr Brealy seconded and all councillors indicated they were in favour and it was RESOLVED to make an initial request that CCC change the Chestfield boundary to include Grasmere Pasture in future (with effect from the May 2019 parish council elections).

### **Drainage Pond at the new Chestfield Farm development, “The Willows”, The Drove**

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 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. At the 12 June 2017 parish council meeting, 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.

The Clerk advised she had contacted and chased the director of Wedgewood Homes and asked for copies of clauses in the sales contract. Their response is awaited.

The Clerk was asked to send a further request by hard copy letter and send this by recorded delivery.

## **59. FINANCIAL MATTERS**

NOTED a payment of £113.34 taken by direct debit on 6 July 2017, for the quarterly BT telephone bill.

NOTED as part of the Finance Risk Assessment the Clerk has prepared a new “PINS and Passwords” sealed envelope to be held by the Chairman for access to the parish council’s records on the Clerk’s computer. She passed this envelope to the Chairman for safe keeping. The envelope may not be opened other than in the presence of two other councillors.

RECEIVED an end of grant report and photographs, and invoices to cover both of the £50 community grants made to each of the Grasmere Park Cricket Club for new cricket balls, and the Churchwood Street Meet Community Event. The councillors comments that the reports were lovely, and Cllr Rabey thought that it would be nice to have these mentioned and at least one photo if possible for the magazine, permissions permitting; an article around these could give feedback and promote the parish council community grants scheme.

Review of Standing Orders As noted at the June 2017 meeting the parish council is undertaking a review of the Standing Orders document. The Clerk asked permission to order the latest edition of the Local Council Administration book due to changes in legislation since the last edition held, and all councillors agreed to this minor expenditure.

### Potential for a village clock or a “Timeline” permanent outdoor display

Cllr Ellis was to lead a discussion on exploring further either one, or both, of the following ideas – with the Chestfield Society to lead: A village clock and /or A Chestfield Village “Timeline” back to 3000BC, as an illustrated, mounted, permanent outdoor display. This item was deferred to the next meeting to enable Cllr Ellis to speak to it. Cllr Bailey and Cllr Todd commented that they were unconvinced about a clock as there were issues of power, ongoing maintenance and so on to overcome. Cllr Rabey suggested that there were other forms of a clock – such as solar or a sun dial. Cllr Bailey, Todd and Loder all felt that there could be some merit with a timeline. Cllr Bailey commented that local children could possibly get involved with artwork and it could be educational. Cllr Rabey felt that boards of the timeline could circle the play area?

60. **AUTHORISATION OF ACCOUNTS**

The Clerk presented finance sheets for the cheque payments totalling £1,749.55, together with items listed on an additional sheet totalling £3,032.77.

61. **CHRISTMAS CAROLS**

The Christmas Carols event start time change from 8pm to 7pm has already been confirmed. Father Kevin has given written consent for an advertising banner across the Church green this year. The wording of this was discussed and the Clerk will get two prices for the September meeting – one wording to be generic and therefore useable each year and one to be date specific and renewed annually.

Cllr Bailey commented that in September he hopes to approach the local Swalecliffe primary school and try and get the school choir to join the event.

62. **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 advised the event is in hand with seven tables booked. Cllr Gibson has kindly been collecting raffle prizes and researching food prices. A resident taking part later in the quiz has offered and been confirmed as a helper with the food beforehand. Cllr Chapman has kindly donated a raffle prize. Cllr Bailey advised he would also donate six prizes. The Clerk and Chairman will finalise the arrangements.

63. **CHESTFIELD VILLAGE SURVEY 2016 AND ACTION PLAN (450 responses, response rate 32%)**

Cllr Todd offered thanks for the Clerk and Cllr Gibson who supported him to put together an Action Plan. This has been done over a number of meetings. He explained that ‘actions’ have been extracted from the ‘feedback (areas for action document)’ of what needs further actioning. And each action has been assigned as a short term, medium term, or long term item, and also given a priority ranking.

Cllr Todd stressed that it is a long term document.

There is also a suggested ‘who to lead’ column – and this would be who will report back on progress at the Chestfield Parish Council meetings. Cllr Rabey commented that some actions will be ongoing, and Cllr Todd explained that where possible this has been avoided in the document.

There is a need to build in a mechanism to periodically review it for progress and revisiting the actions and people allocated to the action. Councillors felt that it could be updated quarterly, through email, with a report brought back by the lead person who should request agenda items to do so where necessary. The ‘leads’ would need to set their own timescales and when they will start and when they will provide feedback and when they will complete their assigned action.

Feedback to residents would be when appropriate and with a published version.

Cllr Loder commented that the Action Plan is very comprehensive with lots of work gone into it. The Chairman asked to record thanks to Cllr Todd for this item.

Cllr Todd proposed, Cllr Rabey seconded and all councillors indicated they were in favour of the document being accepted as a working document to work to.

64. **COMMUNITY RIGHT TO BID**

(CRTB legislation came in as part of the Localism Act. It 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. If any assets are successfully added to the register, this gives a right to bid on an asset – but not a right to buy.

At the 12 June 2017 meeting the parish council had resolved to progress the undertaking of this for possible assets in the village, including Radfall Recreation Ground; the play area, with or without the Serco shed; the WI hall, the Rugby Club and possibly the telephone exchange.)

The Clerk explained that the update is that as yet, none of the applications have been submitted, and addressing the resident filming, she confirmed that for his first point that he raised during the adjournment, to consider the owners, she had so far contacted the WI as a courtesy prior to putting

in the application. She had explained to the WI representative about the CRTB legislation and the background to this request is as a result of the village survey – where residents value the village assets and the WI hall is considered an asset, and the parish council is responding to that: in that the village would probably rather have the hall retained as an asset than it be sold off for development. The Clerk stressed that she had advised the WI representative that the legislation allows for notification of any sale of the asset; she had stressed to the rep that this is not a takeover bid and not a right to buy.

The Clerk explained that she is trying to find out more information about the former Serco shed before any application around the play park may be submitted. There is definitely asbestos in the roof.

The Clerk thanked Cllr Brealy for completing all the land registry documents for the applications for when (and if) the parish council is ready to submit. She confirmed that the applications would be ratified by the councillors by email prior to any submission.

The Clerk then again addressed the resident filming, confirming detail around another point that he raised during the adjournment, that the previous (12 June 2017) meeting had held some discussion around whether the Chestfield Golf Course should be considered for nomination too, and yet this had not been captured in the Minutes of the meeting. The Clerk explained that she had spoken to Cllr Todd and Cllr Gibson after the meeting, and that she did not believe that the golf club would meet the criteria as a community asset as it is a commercial private business, similar to The Barn, which had also been considered by councillors and dismissed from the list for the same reason.

At this point in meeting, the Clerk got extremely distressed, and explained that she was finding the filming, with the camera pointing directly at her, extremely upsetting.

The Chairman called a short adjournment and filming was suspended, while the Clerk and Councillors went for a drink of water in the kitchen, and Cllr Bailey stepped outside with KCC Cllr Simmonds who took that opportunity to leave the meeting.

The meeting resumed.

Cllr Bailey advised that he talked to Cllr Simmonds about trade waste and would follow this item up with him. Cllr Simmonds has said that he will attend alternate Chestfield Parish Council meetings going forward.

*(The Clerk remained visibly upset for the remainder of the meeting and the Minutes from this point may not have captured all the discussion that ensued.)*

65. **CHESTFIELD PLAY PARK**  
**Chestfield Play Park, Chestfield Road**

The Clerk and Cllr Todd met a CCC officer on site on 16 June 2017 to discuss the play park.

CCC are to do a play park upgrade/makeover in 2018 (using Whitstable developer contributions in the region of £90k). There will be a consultation in the Autumn of 2017 and CCC will offer a tender to six play companies on their select list. The tenders are then assessed against certain criteria (the parish council can have a representative on the criteria committee if desired). This will then whittle down the selection to two on a short list and then CCC will consult with the local primary school; hold a residents consultation evening, and feedback the key points to the play manufacturers who may resubmit their design. The contract is then subsequently awarded and the aim is to install the new park in time for the summer holidays in 2018. There will be an official opening too. The 'shut period' will last about a month to remove the old equipment and refurbish.

CONSIDERED the CCC invitation that there be a parish council representative to sit on the CCC panel in due course later in 2017. Cllr Bailey offered to do this.

The Clerk confirmed that the parish council would advertise the play area upgrade and consultation event to Chestfield residents in due course.

The Clerk explained that the new benches to be provided by the parish council will now be delayed due to the complete refurbishment – the benches may need to be stored safely until the new installation is known and can be piggybacked onto. An alternative may be that they are sited on the Fern Close perimeter as part of the new trees project.

- **Inspection regime for current outdoor gym equipment going forward**  
The parish council pays for an inspection regime through CCC for the outdoor gym equipment it paid for at the play park. NOTED that this inspection schedule has been cut back by CCC to a monthly inspection to save money. The CCC insurers are happy with this frequency (it is in line with the rest of the country and is the industry standard apparently).
- **Possible additional outdoor gym pieces and concrete table tennis tables adjacent to the play park.** If the parish council wish to provide any further items there may be the need for a formal (lease?) agreement from CCC. Cllr Rabey commented that a lease would be cost prohibitive. Cllr Bailey felt that although the village survey asked for additional equipment it should not be cost prohibitive. Cllr Rabey felt that other alternatives may be explored – such as a trim trail around Radfall Recreation ground instead? Cllr Todd questioned is there could be issued with the inspection regime at a new location? Cllr Bailey commented that the focus is on the play park as being central to the village. Cllr Rabey proposed that the project ideas around this be parked currently, this was seconded by Cllr Todd and all councillors were happy to do this.

66. **NEW PLANTERS?**

The village survey has a desire from residents for more flowers for the village. There could be a possibility of two new community planters at the Maydowns Road rose bed area – this land is owned by CCC and they would have to give permission. The Clerk explained that there are volunteers at that end of Chestfield Road who have said they would be prepared to water any new planters. Cllr Todd proposed, Cllr Brealy seconded and all councillors were happy that the Clerk should explore further the possibility of two new community planters at this location.

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

68. **HIGHWAYS**

**Water main replacements in Chestfield Road, Whitstable**

The water main which runs within the verge along Chestfield Road, has suffered a number of bursts. South East Water will be replacing the pipeline, approximately 49 metres in length, just north of the junction between South Street and Chestfield Road and continue along Chestfield Road terminating in the verge to the East.

During the works a temporary road closure will be in place. A diversion route will be available to view by visiting [southeastwater.co.uk/chestfieldroad](http://southeastwater.co.uk/chestfieldroad) . Access to homes and businesses will be maintained at all times.

Construction is planned to start on Thursday 24 July 2017 and the project is expected to last approximately five weeks, finishing at the end of August 2017. South East Water has written to properties along the affected roads to ensure local residents and businesses are aware of the work. South East Water has held discussions with both Kent Highways and Stagecoach in regards to this work. Work is timed during the summer holidays to minimise the impacts on the bus services and residents. The Clerk has asked to be kept in touch with the details of bus route changes etc. The Clerk will put relevant information on the parish noticeboards.

**Right hand sign for Radfall Hill to alert drivers to the junction at Dukeswood**

The parish council would have liked to try and pay for a right hand sign here. The Clerk made some initial enquiries that failed and then raised a new enquiry with a Kent Highways Traffic Designer in May 2017. The Designer replied in June 2017 that he has looked on site, and reviewed the safety of this section of road, and the reported crashes in the vicinity of this junction in the past 5 years.

There has been one reported crash, but the circumstances were not related to the Dukeswood junction. The incident involved a pedestrian and a cyclist on the main carriageway.

Based on this, he would not support the implementation of any new signage here. KHS do undertake sign rationalisation schemes each year to reduce highway signage.

KHS try to control the amount of signage on the network and whilst there is residents' desire to try to address safety concerns, this has to be balanced on the effect of sign proliferation from unjustified signs on drivers. This can distract drivers and detract from the important warning messages which we want the drivers to heed.

The Clerk replied and said that this was accepted for now, on the understanding that if things change in future the parish council would reserve the right to come back and 'try again'.

### **Truck parking on Reeves Way**

The parish council has had long-held concerns about the repeat problems of trucks parking on Reeves Way – the entrance road leading to the John Wilson Industrial Estate at Chestfield, Whitstable. The Clerk has spoken to the Senior Transportation Officer at Canterbury City Council who advised that CCC has already been contacted by KCC about parking restrictions being introduced on Reeves Way, and this will be included in the next annual parking restrictions review. Cllr Todd proposed, and Cllr Bailey seconded and Chestfield Parish Council RESOLVED unanimously to support a call for an overnight ban on HGVs at Reeves Way – and RESOLVED that the parish council write a letter to CCC of support for the item to be considered by the JTB at the annual review.

### **Resident request for built up kerbs at bus stop(s) through Chestfield**

The Clerk received a letter from a lady resident of Chestfield with several health issues and disabilities. She has an electric wheelchair. She states that buses that pass through Chestfield have 'flaps' that are put down for her to ride onto the bus. But she struggles as there are no built up kerbs to help wheel chair users. The Clerk contacted the Roadside Infrastructure Manager of Stagecoach and asked whose responsibility is it to upgrade and install the built up standings and whether there is a programme of works scheduled through the district. She learned that Kent County Council Highways is responsible for bus infrastructure on the highway. There is a limited programme in place to improve accessibility at bus stops, but the current programme does not include Chestfield. KCC's funding for this work is now very limited.

If the Parish Council has funds available and is open to using it for these kinds of works, Stagecoach will be happy to develop suitable proposals (although unable to contribute to the cost themselves). A raised kerb is about £1,500 - £2,000.

The Clerk as a starting point has written to the resident experiencing difficulties to find out which stops she uses. It was agreed that Cllr Rabey and the Clerk meet with the Stagecoach rep and explore this item.

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

This item was discussed at the 12 June 2017 meeting too. There are concerns about road safety for both drivers and pedestrians, as well as residents of Radfall Ride, and the actual use of the stops by disabled people in wheelchairs.

This item will be picked up by the Clerk and Cllr Rabey with the Stagecoach manager with the hard standing item above.

69.

## **ENVIRONMENT**

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

The Clerk explained that she had heard from the Kent Highways officer with a quote for the replacement tree, hedge and fencing to progress this project. But there are queries with the quotation and the Clerk has also asked that a second quote be sought in view of the amount involved. It is hoped that prices will be available to discuss and ratify now at the September 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**

Kent Highways need to agree a licence to install a noticeboard by the car park at the playpark (as technically this land is classed as highways verge). The Clerk explained this will be given on receipt of an approved highways contractor being appointed. The Clerk has spoken to a very helpful contractor locally in Tankerton and she will arrange to meet with him and take this further. He has given a rough estimate of £200 for the installation.

Cllr Bailey proposed and Cllr Todd seconded and it was RESOLVED that a standard two-board size noticeboard be provided made from man-made timber recycled plastic (a low maintenance material) in the region of £1,530 plus the £200 or so installation costs.

And RESOLVED that a delegated authority be given to the Clerk to progress the installation with a suitable contractor.

### **Circular walk**



(Previously reported at earlier meetings: The golf club as the landowners of a section on the golf course that gets particularly 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 will try and meet with the above contractor to get quotes as he deals with path works also.

**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. Cllr Brealy explained that he and the Clerk visited the telephone exchange. Cllr Brealy has made telephone calls and spoken to BT engineers in the area also. He has reported fallen branches on the site.

Cllr Brealy agreed to ring the number again, the ditch outside the gate still needs clearing and is overgrown with brambles. Cllr Brealy advised that the land registry search shows the ownership is a subsidiary of BT.

70. **WRFC BALL COURT**

There is no further update to report currently.

Cllr Brealy reminded everyone of the August recess and that the next meeting would be in September.

The meeting closed at 9.25p.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, 10 JULY 2017**

**APPENDIX 2**

**The Sturry Relief Road**

Background: There are strategic houses sites in the CDLP at Sturry and Broad Oak which are to have separate outline planning applications submitted between now and Autumn 2017. Housing numbers to be in the region of 450 and 700 for each site respectively. Approximately 600 – 650 homes need to be sold to give the total developer contributions required for the relief road – the later homes contributions will cover other areas of developer obligations. (There will also be extra developer contributions coming from the Hersden strategic development).

The infrastructure will be underwritten by insurance policies.

**The Sturry Relief Road:**

- KCC identified that the Sturry/Broad Oak developments could not be supported without the relief road. The route is fixed around the constraints of the development site. The road needs to go over the River Stour tributaries twice, and needs viaducts across the floodplain. This will be a 300m long structure.
- The proposal is for 3 lanes – one for traffic in each direction – and a third lane to be a bus lane for buses travelling in the Canterbury direction (to avoid the main congestion of the rush hour morning into the City).
- KCC are in dialogue with the bus companies – and also over which buses will use the new route and which will still serve the Sturry village.
- There will also be a footway and cycle lane across the bridge.

- There will be public exhibitions, anticipated at the end of July followed by a six-week consultation period. Once comments and views are considered the application for the whole relief road should be submitted by KCC in September / October 2017.
- The three applications – i) Sturry development ii) Broad Oak development and iii) And the third application for the Sturry relief road will go to CCC (as the planning authority) – CCC will consider all three applications collectively as they are interdependent.

View the relief road proposals: <http://www.kent.gov.uk/roads-and-travel/what-we-look-after/roads/road-projects/sturry-link-road>

#### New Applications

13	CA/17/01318/FUL 37 Grasmere Road, Chestfield, CT5 3NA Proposed front, side and rear extensions with external alterations.	The Clerk and Cllrs looked at this to form a view prior to the parish council meeting and to meet the deadline on the planning portal. Residents either side are objecting to the proposal. The parish council made comments but did not formally object
14	CA/17/01402/FUL - Becketts Croft, 7 Grasmere Road, Chestfield, CT5 3LY Proposed carport and garden store together with formation of access.	The parish council has no comments
15	CA/17/01385/FUL – 64 Chestfield Road Proposed alterations to dwelling, two-storey extensions, external alterations to front and roof alterations, amendments to front boundary treatments and carport.	The parish council has no comments

#### Notifications

CA/17/00817 - Land rear of 145-149 Chestfield Road, Chestfield, CT5 3LR Proposed erection of a two-storey detached, five-bedroom, dwelling.	REFUSED by CCC
CA/17/00939/VAR - Crow Park Farm, Molehill Road, Chestfield, CT5 3PB Variation of condition 02 (drawings) of planning permission CA/15/01541/FUL for the erection of two new dwellings, amendments to boundary and plot positions from planning approval CA/11/00757/FUL; to allow internal and external alterations.	Granted by CCC
CA/17/00992/TPO - 24 Grasmere Road T.P.O. no 7 1969 Pendunculate Oak - located in the centre of the front lawn - remove major deadwood (>25mm) from the crowns and any dangerous/hung up storm damaged branches.	Granted by CCC

#### Enforcement

##### **Enforcement case closed:**

**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. The manager of Screwfix adjusted the timer and things improved. The issue of whether there was a breach of permission and whether the signage needs permission is unclear. Retrospective advertising consent has been invited - however, it is unlikely that the Council would pursue further enforcement action if an application were not received...

##### **Enforcement case closed:**

**ENF/16/00078 - 43 The Ridings - Erection of a shed in the front garden of the property**

A new shed was put up in front of this property and the city council's enforcement department advised (by letter dated 12 July 2016) that a breach of planning control has taken place. Enforcement action is discretionary and in this case it was decided that formal enforcement action should be deferred so that informal negotiations could take place to try and resolve the breach. The landowner could either apply for planning permission or remove the shed. If there is no action taken by the landowner CCC will consider whether to pursue formal enforcement action.

The shed remained, and in February 2017 parish council meeting, the parish council resolved to reply to CCC that they still considered the shed harmful, and a breach of the planning rules, that sets an

**unwelcome precedent and urged CCC to continue to enforce for its removal. The Clerk chased for an update and received the following on 23 June 2017:**

In response to the comments by Chestfield Parish Council on the 20<sup>th</sup> February 2017 it is considered that each development is treated on its own merits. Therefore similar or the same circumstances may not apply to another property in the area for this development to be replicated and/or to set a precedent. In terms of the use of the extension, it may be used as a bin store, for domestic storage, or other domestic use without being a breach of planning control. In light of there being no submission of a planning application consideration has been given as to whether planning permission could be granted for this development or whether to pursue enforcement action. It appears that the design is not incongruous to the Chestfield Councillors but they are concerned that cumulative impacts may be harmful. However, it was found that the development complies with Policy BE1 (Design) of the CDLP2006 and Policy DBE3 (Design) of the CDLPDP2014 and this development is not in conflict with Local or National Planning Policies. In these circumstances it would not be expedient to pursue enforcement action where planning permission is likely to be granted. The consequence of not seeking planning permission may arise at a later date if the landowner wishes to sell their property and has not obtained planning permission or any other consent that may be required. However, because it has been determined that it is not expedient to pursue the matter further, the enforcement file has been closed on this case. I can confirm that as the bin store is not a habitable room, the landowners would not need to comply with building regulations regarding the thermal insulation properties of the bin store for that to apply.

**New potential Enforcement Case at Whitstable Rugby Club ground  
ENF/17/00241/LP – June 2017**

The Clerk was contacted by some concerned residents, and therefore asked CCC Enforcement and CCC Property Services to investigate the apparent ground works at the Rugby Club, without any statutory or advisory notices in place to explain what they are. There is information from Peter Hudson, the current Chairman of the WRFC on the Whitstable Rugby Club website at :

<http://www.pitchero.com/clubs/whitstableafc/news/whitstable-rugby-club-whitstable-bay-football-club-1840486.html> The Enforcement team may feel that there is a planning requirement for the potential safety fencing, stands or perimeter fencing - or that a change of use application is required...

**Appendix - Community Governance Review 2017 – 2019**

Canterbury City Council is to carry out a Community Governance Review including the current parish council arrangements. 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.

CCC will also consider if all parts of the district have the most suitable governance arrangements, for example if the current unparished urban areas should have new town councils created.

**The following information came out of a presentation to Clerks and Parish Councillors by CCC on 26 June 2017 at the Guildhall:** (A copy of the slides from this presentation in the Guildhall is at:

<https://canterbury.gov.uk/media/1499910/CGR-presentation-for-the-website.pdf> )

CCC officers present were Colin Carmichael, Suzi Wakeham, Lorna Ford and Matthew Archer. Colin Carmichael explained that the presentation had been shared with the city councillors the previous week.

Essentially, at this stage the presentation is an initial engagement (until 14 July 2017) to form the next stage of the consultation.

The commitment to this review is one of the last acts of the previous council (before the current committee system) and re-affirmed in March 2017 after debate on the business case for the 5-way merger(now not going ahead.)

There is a need to take into account the new housing numbers since the last parish governance review over 20 years ago plus look at the new housing/new population numbers and the strategic development sites for large housing in the Canterbury District Local Plan.

The context: The Budget position – CCC is fairly sure of having to find £3m savings by 2019 (based on the Chancellor's projection) and need for further savings of £5.2m to be found by 2023. CCC's ability to manage a large number of small local assets is challenged and CCC has had to explore other cost effective management structures - often independently managed trusts or community initiative (such as Leisure Centres, Whitstable Museum, Toilets, Westgate Hall... and soon the Marlowe Theatre.) CCC are asking if (town councils) as democratically elected bodies with a power to precept are a more logical way of managing such assets? Within Kent, it is unusual in the Canterbury district that there is no town council in any of the urban areas. (In other fully parished areas, town council precepts are typically £50 - £60 for a Band D property.)

**Draft timetable**

May 2017	Established Councillor Working Group at AGM – this is representative of the four political parties (Conservation, Labour, Lib Dem and UKIP, the councillors were nominated by the political leaders but only two cllrs are rural Members [Ben Fitter-Harding and Robert Jones]) The working group has met twice already and will meet regularly.
June 2017	Early engagement to inform submissions stage

July 2017	Council agree Terms of Reference
Jul - early Oct 2017	Stage 1 - engagement seeking initial views on governance issues to inform recommendations later in the process
Oct - Dec 2017	Stage 2 - consider submissions and prepare draft recommendations – for publication in January 2018.
Jan 2018	Council approves draft recommendations
Jan - Mar 2018	Stage 3 - consult on draft recommendations
Apr - Jun 2018	Stage 4 - prepare final recommendations
July 2018	Council approve final recommendations. The final decisions will be with the CCC Councillors
Jul 18 - Apr 19	Prepare Community Governance Order(s) Consult with the Boundary Commission on consequential matters
May 2019	Local elections and changes take place for the new and/or revised bodies. Some of the alternative options might impact on the city council's own governance arrangements for example the AMPs (Area Member Panels)

To establish a new town council the city council will have nine months to make all arrangements – for staffing, budget, cllrs, electoral arrangements and the scope, etc

### **Stage 1: Consultation Plan - Submissions (End of July - early October)**

Purpose: To test opinion on a range of options and opportunity to put forward alternative **options**.

What's proposed? • Website consultation document • Questionnaire and paper version - possibly ranking options and make specific comments (e.g. a parish boundary) • Stickyworld (an online consultation platform) • Residents' workshops in unparished areas to get informed view • Attendance at meetings (e.g. AMPs, tenants' groups, equality groups) • Written submissions

### **Stage 2: Consultation Plan - Recommendations (January - March 2018)**

Purpose: To test public opinion on draft **recommendations** to understand if **recommendations** are supported or not, and if there is any conditionality of that support (e.g. support a town council if...xxx)

What's proposed? • Representative sample survey (possibly face to face) undertaken by independent research company • Online questionnaire open to all (sample survey will hold greatest weight) • Roadshows and Stickyworld (virtual roadshow) • Deliberative workshops (residents, parishes) • Local schools through citizenship • Attendance at meetings • Written responses

### **If changes to parish councils are recommended**

#### **i) Changes to boundaries, no. of parish cllrs, or merger or two or more parish councils:**

This will involve recommendation from Policy and Resources Committee to Full Council – Parishes and the public can make representations at committee.

The city council will make the final decision - there will be no appeal on their decisions

#### **ii) Transfer of additional services from the city council**

Would be compulsory for any new town council

Not compulsory however for parish councils, wouldn't necessarily apply to all parishes, and not tied to the same timetable, eg if tied to an expiry of a contract.

At the presentation on 26 June 2017, there were some general parish council questions and comments, which included:

- comments around how the creation of town councils enables CCC to respond to an annual cut in central government finance year on year and keep its reducing budgets under 2% while parish precepts have to increase or there is the introduction of new town precepts
- speculation on what assets CCC may actually release to newly created town councils – such as selective assets and not profitable ones like car parking
- Colin Carmichael confirmed that the University and Student Union (which covers 3 parished areas currently) was included in the review;
- the parish charter was being adopted as is in the interim and would then be reviewed in a couple of years after this boundary/governance review; and
- that by creating new town councils would be the opposite of a 5-way merger for economies of scale and creating a new tier of government would give another layer of government.

The initial engagement survey/feedback form is **open until Friday 14 July 2016** at [www.canterbury.gov.uk/cgr](http://www.canterbury.gov.uk/cgr) or <https://www.canterbury.gov.uk/your-council/have-your-say/consultations/community-governance-review/>