

**CHESTFIELD PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 11 APRIL 2016**

Present: Parish Cllr Steve Bailey (Chairman)
Parish Cllr Chris Brealy (Vice Chairman)
Parish Cllr Neal Fowler
Parish Cllr Tricia Chapman
Parish Cllr Paul Clayson
Parish Cllr Pat Gibson
Parish Cllr Philip Lennard (co-opted at the meeting)
Ms Amanda Sparkes, Clerk to the Council
No residents

208. CHAIRMAN'S WELCOME AND APOLOGIES FOR ABSENCE

Cllr Bailey welcomed everyone to the meeting. Apologies for absence were received and accepted from Parish Cllr Chris Ellis (unwell) and Parish Cllr Andrew Rabey (family commitment)

209. MEMBERS' INTERESTS – There were no declarations of interest.

210. CO-OPTION TO THE COUNCIL

The parish council is holding one vacancy. Cllr Chapman proposed and Cllr Bailey seconded that Philip Lennard be co-opted to fill the vacancy. He duly signed the Acceptance of Office sheets. The Clerk also gave him a Declaration of Pecuniary Interests form to complete for himself and his wife. This gets returned to the monitoring officer at Canterbury City Council and published on the city council's website.

211. MINUTES OF THE MEETING HELD ON 14 MARCH 2016

Cllr Fowler asked for amendment to paragraph 222:

It currently reads 'Cllr Fowler said he would like the Neighbourhood Watch to have a pitch by the cricket nets and will make a donation to the John Graham Trust'.

The 'John Graham Trust' should now read the Chairman's current charity – the Kent Sussex and Surrey Air Ambulance (The John Graham Trust was last year's designated charity.)

Cllr Fowler had also commented at the last meeting that his wife has offered her services in assisting on any committee set up to organise the event, and he asked that this comment be recorded also.

With this amendment, Cllr Fowler proposed and Cllr Chapman seconded and the Minutes were accepted as a true record of the meeting and the Chairman duly signed them.

212. MINUTES OF THE ANNUAL ELECTORS MEETING HELD 21 MARCH 2016

The Annual Electors' meeting Minutes have been circulated and uploaded to the parish council's website. These Minutes are formally approved at the annual electors meeting in 2017.

213. ACTION LIST APPENDIX 1a - The list was revisited.

214. POLICING - None

215. NEIGHBOURHOOD WATCH

Cllr Fowler read his Neighbourhood Watch update report to the meeting.

1. Monthly Newsletter - The local monthly NHW newsletter (kindly compiled by Maralyn Whamond) has been distributed to our village coordinators.
2. Theft - Maydowns Road on the 29th - 30th March between the hours of 1700 and 0821, boarding had been removed from a bungalow currently being renovated (close to end), Chestfield. Items taken include; blue petrol grinder, blue electric grinder, white Makita radio, blue Makita drill, grey Kango drill, green Ryobi battery drill, blue Makita battery drill, box containing various carpentry tools and various chisels.

3. Theft - Maydowns Road on the 29th - 30th March between the hours of 1700 and 0821 - light blue wing mirror casings removed from a blue Ford Fiesta parked close to Millfield Manor.

216. **ADJOURNMENT OF THE MEETING** – As there were no residents there was no adjournment. The meeting continued.

217. **PLANNING**

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

Affordable housing for local people - Chestfield Parish Council is leading a *call for Canterbury City Council to introduce a local connection criteria in new development sites, that are not rural exception sites, and with a sizeable element of affordable housing, so that at least a percentage of these are allocated to tenants with a local connection to the local area - where there is a local desire for this to be introduced in any consent of that development.*

18 of the other parish councils in the Canterbury district also share the concern and have written to CCC. So with Chestfield, this makes 19 asking for a reconsideration of the housing allocation policy. The Clerk has been advised that there should be a report going to a June committee for Members to discuss. The Chairman and Clerk will attend and the Chairman will be booked to speak to this item.

A housing needs survey for Chestfield

A housing needs survey, worked up with the Housing Enabler at Action with Communities in Rural Kent, was posted to all households in the village. The housing enabler has now finished the report which has been circulated to councillors.

Planning Application CA/15/01721/FUL - Land to the rear of 20 Grasmere Road, Chestfield Construction of a two-storey dwelling (code for sustainable homes level 6)

Cllr Fowler explained that he had spoken to the applicant on 9 March 2016, regarding this site, and has since written to the applicant again to clarify an issue in respect of the guidance documentation used to assess development on land falling within flood zone 2 & 3a. Cllr Fowler explained he had made reference to Planning Policy Statement 25 which, although still being quoted in some planning applications, has in fact been withdrawn, as has the 'Technical Guidance to the National Planning Policy Framework' which superseded it. Although not immediately apparent to those seeking solution to planning queries, the only current guidance now supporting the National Planning Policy Framework is the Planning Practise Guidance provided online at <http://planningguidance.communities.gov.uk/blog/guidance/>.

Despite changes in the Planning Practise Guidance content, Chestfield Parish Council remain of the same view, and are opposed to the application in this location.

Diamond Jubilee tree at Play Park

Cllr Chapman confirmed that the tree, planted in 2012, is budding after all, and she had sent photographs to councillors. She will remove the ivy growing up the central column, and make enquiries with Meadow Grange Nursery on how to help it. She will also speak to a tree surgeon on how best to maintain it in future, and report back.

218. **FINANCIAL MATTERS**

NOTED that as per the parish council authority at the March 2016 parish council meeting the Clerk has claimed four hours overtime in the April 2016 salary to cover the initial joint networking meeting of the village residents' associations.

NOTED that the council's fixed term investments have been re-invested for a further three month term.

RECEIVED the bank statement for March 2016, and RESOLVED the signature of a councillor other than the Chairman thereon;

NOTED a payment of £16.33, for the Plusnet Internet account was taken by direct debit on 18/03/2016.

NOTED a payment of £99.23 for the quarterly BT telephone bill was taken by direct debit on 31 March 2016 (but to be recorded in financial year 2016-2017)

NOTED that Canterbury City Council paid a grant of £250 by BACS on 31 March 2016 for the Queen's 90th birthday celebration event to be held on 26 June 2016.

Auto-enrolment Pensions – Chestfield Parish Council

The law on workplace pensions mean every employer with at least one member of staff now has new duties. Staff who meet certain criteria must be put into a pension scheme and both the employer and employee must make contributions in to the scheme – this is called automatic enrolment. The parish council has been given a **staging date of 1 August 2016** to commence the scheme.

The Clerk is an eligible job holder, so under auto-enrolment, the parish council does have to provide a pension and contribute to it. The parish council already has an existing pension scheme – and the existing Local Government Pension Scheme (LGPS) administered through Kent County Council is a qualifying pension scheme, and can be used for auto-enrolment. The parish council must complete its declaration of compliance online. The declaration lets the Pensions Regulator know that the parish council has met its workplace pension duties. The Clerk has started the declaration. The declaration of compliance must be completed within 5 months of the staging date.

219. **AUTHORISATION OF ACCOUNTS**

The Clerk presented finance sheets for cheque payments requiring authorisation totalling £2,583.87, together with an additional sheet totalling £4,314.79. It was RESOLVED that the financial matters and accounts be authorised for payment.

220. **HOUSING NEEDS SURVEY**

The Rural Housing Enabler's report was circulated just prior to the meeting. The document highlights how high an income a person needs to buy even a modest home in the local area. It also highlights that there are a lot of people wanting to stay locally but downsize, particularly seeking bungalows.

The Clerk will pull out the main highlights and put a report together. Ideally the parish council may steer any development to be able to meet people's needs and keep them in the local area.

221. **CLERK'S REPORT**

Community Resilience and Emergency Planning Workshop

NOTED Cllr Fowler has been booked a place to attend KCC's free event on 6 May 2016 at the Cricket Ground in Canterbury. This event is aimed at parish councils with emergency plans who may wish to update them. Cllr Fowler explained he will not be able to report back to the May meeting however as he will be away.

Kent County Council "Flood Risk to Communities" document - consultation.

This document aims to provide a summary of flood risk and its management for local communities within Canterbury. It describes the roles and responsibilities of the Risk Management Authorities, and provides an overview of the various plans and strategies in place for Flood Risk Management across the district. It is not a strategy for flood risk management itself.

The purpose of the document is to provide a single reference point for significant flood risk in the area, who manages it and links to documents that contain more details if more information is needed. This may help to improve local communities understanding of flood risk and how it is managed and who to approach for more information.

The consultation webpage is at www.kent.gov.uk/floodriskcanterbury This consultation closes on the 28th of April 2016. Cllrs Brealy and Fowler gave comments to the Clerk who amalgamated them as a formal response on behalf of the parish council. A hard copy of the response will be filed with the Minutes.

Kent County Council's Consultation regarding a review of KCC Funded Bus Services

97% of bus journeys are run commercially by external operators such as Stagecoach with no

funding from KCC. Due to reducing budgets, KCC needs to reduce spending on subsidised bus services in the region of £500k. There proposed route/journey changes/cancellations are out to consultation until 15 May 2016. The consultation is at www.kent.gov.uk/busreview where the online consultation questionnaire can be completed. The document and questionnaire is also available in Easy Read and Word formats on the website or on request by e-mail alternativeformats@kent.gov.uk, or phone 03000 421553.

Following the consultation, the results will be presented to KCC Members in July and a decision will be made on the range of measures to implement. Subsequently the results of the consultation and decision will be published. It is expected that resulting changes to bus services will be introduced in August 2016.

Adult cycle training

KCC have started delivery of adult cycle training at Whitstable Rugby club. There was a session held on 19 March 2016. KCC plan to arrange further sessions for April onwards, but are awaiting final funding decisions before they can confirm numbers and whether the sessions will continue to be free of charge. (although any future charge will be minimal). Visit the KCC website www.kent.gov.uk, and search Cycle Training. This will provide all of the latest information, including dates of future courses. Future dates will be given to the Clerk to advertise in the magazine and on the parish noticeboards.

222. IMPROVEMENTS TO CHESTFIELD ROAD PLAY PARK

As previously reported CCC have a desire to improve the large oval bed in the play area, close to the play equipment. The trees are taking over and the “shrub bed” is becoming a woodland. Cllr Fowler and Cllr Rabey were keen to help with this.

The Clerk contacted CCC officers offering help and / or a financial contribution to improve the bed. (They will require risk assessments to be written out. The risk assessment for any activities to be undertaken may be finalised once aims and objectives are known.)

The Clerk and Cllr Fowler and Cllr Rabey met on site on 4 March 2016 and then contacted the officer to have a site visit to discuss suggestions for improvements. The site visit took place on 21 March 2016.

The shrub bed is large and a phased approach over 3 years was considered the best option, and split the bed in to three sections and work on one section per year.

A ground level prune to kill off what's not required and to open up the space was felt the best thing to start with. The roots also to be removed.

Then add compost and soil improver and rotovate where able. And to raise the level of the bed slightly as it is a very wet area.

Cllr Fowler and Cllr Rabey will take the ivy off the trees across the whole bed and also from the large Oak tree on the frontage of the playpark away from the bed – this work to be undertaken in September to avoid birds nesting.

Then select a mix and match of self-maintaining plants and ideally that have interest at different times in the season from each other.

There could also be patches included within the shrub bed for wildflower seed planting.

Other considerations could include being bee friendly, bat boxes and insect boxes (The Fifth Trust at Elham have a project that works with adults with learning disabilities who make these.)

NOTED that the Clerk subsequently spoke to the President of Chestfield Rotary Club at the annual electors meeting held on 21 March 2016, and she said they may have 30 or so people that would be happy to get involved in the shrub bed project and offer assistance. This could be followed up.

As it is now bird nesting season, time may be spent planning the project to undertake improvements in the Autumn.

There will be another site meeting in early June, to plan the project with the CCC officer. The Clerk will take photographs of the bed now and also in June, to assess the plants. Plus, the play park is in the conservation area so the tree and hedge works will require conservation area permission – the CCC officer agreed to speak to the city council's conservation officer about the planned project.

CCC will have a small budget in the new financial year from April 2016 and the parish council RESOLVED that the above approach be the way forward, with match-funding offered, as the area is considered worthy of investment and is a focal point within the centre of the village.

Other potential improvements at the play park

Also at the site meeting on 21 March 2016, the councillors and Clerk learned that the line from the weeping willow at the entrance to the Ridgeway across the top of the play park to Laxton Way is actually owned by Kent Highways. (However CCC do cut and maintain the grass along this strip along with the rest of the playpark).

There is a line of trees in this strip – along the frontage and also a line of very tall and rather tatty KCC owned fir trees in front of the play park.

Subject to a query re any underground services, the parish council asked the Clerk to speak to a highways officer about the trees – one is dead anyway. Ideally highways would remove the trees. There may be the possibility of working in partnership with both KCC and CCC, to make tree improvements to this strip. (KCC Cllr Mike Harrison may also potentially be approached to make a contribution)

(Also, for information, the very tall bank of fir trees along the rear boundary of the play park, along the boundary with Fern Close, off The Ridgeway, are also KCC owned and Kent Highways responsibility.)

Two new benches for the play park

DISCUSSED whether the parish council may invest in the installation of two new benches for the play park. The Fifth Trust at Elham have adults with learning disabilities who make bespoke benches/seats from wind fall trees. These could be provided.

The Clerk has emailed Canterbury City Council to ask for permission to install these if the full council resolves to go ahead. (The confirmation is awaited).

Cllr Bailey reminded the council that at the annual electors' meeting KCC Cllr Harrison had offered a grant for new projects. The parish council resolved to ask KCC Cllr Harrison if he would consider a grant towards them.

223. QUEEN'S 90th BIRTHDAY 2016

The parish council will mark the Queen's 90th birthday in 2016 with a celebration event and combine it with a Fun Day for the village at the cricket club on Sunday 26 June 2016. Cllr Bailey will organise a separate sub-committee meeting, with Cllrs Chapman, Gibson and Lennard assisting – this could be held at the cricket club to help plan the layout etc.

Cllr Lennard explained that he had raised the event as an agenda item at the Grasmere Village Residents Association AGM recently, and the Minutes from that meeting, sent to residents, invite them to contact either him or the Clerk if they would like to get involved.

Cllr Lennard also offered for he and his wife to set up a Children's Treasure Hunt on the day.

A fancy dress competition for children – perhaps Prince or Princess themed – will be run. Commemorative medals were considered, and councillors felt that every child who enters the fancy dress competition could be given one – and this should be advertised to encourage entries – any medals left over could be either given out as an award or as tombola prizes. Cllr Bailey proposed and Cllr Brealy seconded that the Clerk should order 50 medals.

224. CHESTFIELD VILLAGE SURVEY 2016 (PARISH PLAN REFRESH)

The Clerk, assisted by Cllr Fowler will start delivering the surveys to those residents who volunteered to onwardly deliver them. There is a need for different covering letters as some have offered to door knock and some to just deliver, and roads like Radfall Road will be posted out only as there is no pavement.

225. JOINT NETWORKING MEETINGS

The parish council hosted an inaugural event on 7 March 2016 for all the village residents' associations' representatives to meet to network, and discuss common items such as the upkeep of unadopted roads. Five associations' representatives were in attendance. A second meeting was held on 4 April 2016. Cllr Ellis chaired. The Clerk's notes of the meeting have been

circulated to all councillors and the representatives of the associations. There is to be a further meeting on 23 May 2016. Residents are going to share contractors details and also research buying a collective public liability insurance.

In the meantime:

- The Clerk is to ask Serco if they will collect refuse with small dust carts (this already happens in Green Leas, Fairlawn and The Leas) – although the collection day may change.
- The Clerk and Cllr Ellis will ask to meet a senior planning officer to see if conditions to make good damage to roads, or make developers' contributions to future road maintenance, may be added on future planning applications
- The Clerk will make enquiries with highways about whether the associations may 'buy in' their contractors for pot hole repairs etc

226. **SPEEDWATCH**

Since the last meeting four checks have recorded 59 vehicles travelling between 36 - 54mph.

227. **KALC MEETING**

Cllr Gibson kindly agreed to attend the next KALC meeting at Tyler Hill village hall on Tuesday 19 April 2016, with guest speaker, Leader of Canterbury City Council, Cllr Simon Cook – and report back.

228. **HIGHWAYS**

Cllr Bailey commented that the old Thanet Way verges have been cut and look nice. Although there is a problem with litter all along them. He offered to speak to city councillor Jenny Samper to see if anything can be done.

Grasmere bridge closure

Cllr Lennard explained that the Grasmere Road bridge is to be closed for 3-4 days from 20 April 2016 for new planking to be laid. This is being undertaken at the Grasmere Village residents Association expense.

Accident on Old Thanet Way

Cllr Fowler advised that on Sunday 3 April 2016 a car ended up upside down just past the railings on the roundabout at Swalecliffe train station – apparently the car had hit the roundabout (travelling towards Herne Bay) and gone right over the top of it ending up on the verge on the other side. The Clerk will record this to the traffic/accident log.

Residents' petition regarding flooding issues at Radfall Road

At the November 2015 parish council meeting, the Chairman had a petition from 77 people of 68 different households in the Broomfield Gate, Radfall Hill, Dukeswood and Radfall Ride roads, who have all been affected by flooding of the Chestfield Road under the A299 bridge/underpass. The residents are campaigning for a proper solution, especially as this is one of the main routes in and out of Canterbury. After some research, the Clerk sent a copy of the petition with a covering letter, on 30 November 2015, to the following three bodies:

- The Business Performance Team at Kent County Council, County Hall, Maidstone.
- Southern water
- The Land Drainage Team at Canterbury City Council

The Clerk has emailed a highways manager on 30 December 2015 to ask for an update from them, and further chased for a response to report to the meeting. The drainage manager has been asked to give the parish council some information and an update.

The CCC drainage team response is also still awaited. The Clerk has copied the original documents and sent them with a second letter to the drainage team at CCC to chase for a response/comments.

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

The parish council would like to have a right hand sign prior to the junction of Radfall Hill with Dukeswood. The parish council was told they needed to appoint a traffic consultant to try and achieve this. The Clerk contacted an officer at Amey and this is still being progressed.

229. **ENVIRONMENT**

Building contractors in The Drive

Cllr Brealy explained that a resident had complained to the Clerk about builders blocking her drive temporarily during construction works at Green acres in The Drive. Cllr Brealy had followed this up with the contractors and the issue appears to be very satisfactorily resolved.

Bird scarer

Cllr Brealy explained he had received complaints about a bird scarer and he had spoken to farmer Anne Bartlett, who kindly re-calibrated it.

New walks within the parish

Cllr Gibson reported that Cllr Rabey had walked the walk to test the leaflet text.

The Clerk sent a letter and the draft leaflet for Walk No 1 with its route around The Leas, Green Leas and Fairlawn, to all households in these three roads, inviting comments. One very positive response was received, with offers of help, but some residents were bitterly opposed to the promotion of the roads as a walk (with concerns about it being a private road, more pedestrians in the area, more litter, more dog fouling, more dogs off leads, a desire for privacy, and concern over speeding traffic in areas of no pavements).

The parish council agreed that whilst disappointed, they should have regard to residents' views and not go ahead with the leaflet / promoting the walk.

The Clerk will advertise the original village butcher's photograph that was a landmark of part of the walk in a future magazine.

Access to the ball court at Whitstable Rugby Football Club

The letter detailing the parish council's concerns about lack of public access to the ball court, to the committee of the Rugby Club was sent. This was discussed at their committee on 11 January 2016. A letter was sent to the Clerk after the meeting. A further letter in response to the continued concerns about access was drafted and ratified by councillors by email and sent on 4 April 2016.

230. **Cllrs Responsibilities**

The current table detailing all the areas to get involved in was circulated to all councillors. All councillors should let the Clerk know before the next meeting what they would like to get involved in. The Clerk will bring a summary table to the next meeting.

The meeting closed at 8.55p.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

CCC Local Plan webpages

Any document released since the end of the first stage hearings is now in a separate folder at this link: www.canterbury.gov.uk/planning/planning-policy/local-plan/

New Applications

62	CA//16/00537/FUL Solar Array, Molehill Road, Chestfield, CT6 7PA Variation of condition 2 (approved drawings), 11 (swales) & 19 (external lighting) of planning permission CA/15/00128/VAR for the variation of condition 02 of planning permission CA/13/02004/FUL in respect of addition of combiner boxes; variation relating to revised details.	The parish council has no comment
64	CA/16/00656/TPO – Willow House, Radfall Road Fell to the ground various trees subject to TPO No 1 of 1957	The parish council has no comment
65	CA/16/00688/VAR – 12 Grasmere Road Variation of condition 02 (Drawings) of planning permission CA/14/01068/FUL for new entrance wall/gates, front extension incorporating porch and single –storey rear extension, alterations to roof materials, fenestration, external finish and internal layout	The parish council has no comment
66	CA/16/00773/FUL – 84 Chestfield Road First-floor extension	The parish council has no comment

Notifications

CA//15/02150 - 3 Laxton Way, Chestfield, CT5 3JL Erection of detached bungalow with associated parking	Granted by CCC
CA/16/00209/FUL – Woodway, Broomfield Gate Single-storey side extension	Granted by CCC
CA/15/02648/FUL – Land rear of 19 and 21 Chestfield Road Erection of two detached dwellings with associated access and parking	Refused by CCC
CA//16/00243/FUL - White Gables, 4 Share And Coulter Road, Chestfield, CT5 3LE Proposed single-storey rear extension.	Granted by CCC