

**CHESTFIELD PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 14 MARCH 2016**

Present: Parish Cllr Steve Bailey (Chairman)
Parish Cllr Chris Brealy (Vice Chairman)
Parish Cllr Neal Fowler
Parish Cllr Tricia Chapman
Parish Cllr Chris Ellis
Parish Cllr Andrew Rabey
Parish Cllr Paul Clayson (co-opted at the meeting)
Parish Cllr Pat Gibson (co-opted at the meeting)
1 x vacancy
Ms Amanda Sparkes, Clerk to the Council
2 x residents

208. CHAIRMAN'S WELCOME AND APOLOGIES FOR ABSENCE

Cllr Bailey welcomed everyone to the meeting. He said he was sorry not to have been in contact since the last meeting for personal reasons, and thanked everyone for respecting his privacy. Apologies for absence were received from the PCSO Jade Hoyle, but she had sent a report to the meeting, and from Philip Lennard who has been selected for co-option and intends to attend the April 2016 meeting for this to formally occur.

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

210. CO-OPTION TO THE COUNCIL

Further to the resignations of Joe Hunter, Adrian Young and Eileen Watkins the parish council is now in a position to co-opt to fill all three vacancies. Only two of the three candidates selected to fill these vacancies were able to attend this March meeting.

Cllr Fowler proposed and Cllr Brealy seconded that Paul Clayson be co-opted to fill Joe Hunter's vacancy and that Pat Gibson be co-opted to fill Eileen Watkin's vacancy. They duly signed the Acceptance of Office sheets. The Clerk also gave them Declaration of Pecuniary Interests form to complete for themselves and their partner/spouse. These get returned to the monitoring officer at Canterbury City Council and are published on the city council's website. The Clerk explained she had also prepared them new councillor packs.

The Chairman formally welcomed them to the council.

211. MINUTES OF THE MEETING HELD ON 08 FEBRUARY 2016

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

213. CODE OF CONDUCT TRAINING

Cllr Rabey attended the Code of Conduct training given by Canterbury City Council on 14 March 2016. This was a review and revision of the Code of Conduct for Members and spoke about Declarations of Pecuniary Interests and Other Significant Interests. All the districts parish councils adopted a Code of Conduct previously. The parish councillors follow the same Code as the city councillors. The Clerk was asked to get copies of the presentation slides from CCC. Cllr Rabey explained that two processes were emphasised: For DOIs councillors cannot vote or take part in discussion and should leave during the debate, and OSIs councillors should declare the interest but can take part in any discussion and give a view but then leave the meeting for the vote.

Cllr Rabey explained that the officer spoke a lot about integrity and doing what is right in decision making. If in doubt a parish councillor can contact CCC for advice.

214. **POLICING**

Cllr Rabey explained Chief Inspector Mark Arnold has now retired so will not now attend a future parish council meeting. He will make contact with the future Chief Inspector instead.

The Police Crime Commissioner Ann Barnes is to stand down at the end of her term – there are two independent candidates for the role.

215. **PCSO report**

PCSO Jade Hoyle had provided a report for the meeting. On 8 February a resident fell victim to a fraud. She was having issues with her internet connection. BT stated it was her broadband provider "Talk Talk" who she would need to contact. She contacted them and made the report. She later received a call from a male stating he was from Talk Talk. He explained to her that their customers have been experiencing problems with their internet and connection and because of this they are giving customers £250 compensation. During the phone call whilst the money was transferred the male from Talk Talk stated they had transferred £750 by mistake and that the resident would need to transfer this money back to them via a Moneygram. The resident lost £500. This was reported to Action fraud who are currently dealing.

On 20 February, there was a theft at B&Q - £25 worth of items attempted to be taken from the store. The offender was caught and dealt with.

On 26 February there was another incident of Nuisance vehicles at the John Wilson Business park - A number of vehicles driving around the business park, creating a lot of noise. An area search was conducted but there was no trace of the cars. No registrations of the vehicles could be given by the caller so this was not able to be followed up.

Cllr Rabey offered to investigate this issue and ask for more patrols. He also explained that if anybody can get the vehicle registration numbers then the PCSO can visit the drivers in their own homes and send letters to the registered keepers.

216. **NEIGHBOURHOOD WATCH**

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

- Monthly Newsletter - The local monthly NHW newsletter (kindly compiled by Maralyn Whamond) has been distributed to our village coordinators.
- Annual Meeting of the local NHW Group was well attended on 15 February. Notes from the meeting have been circulated.
- A new NHW scheme has opened in Old Fold and Slades Close covering about 30 houses. This brings the total schemes in the village to 21 covering 33 roads.
- **Burglary** - The cash box was stolen from Johnson's Nursery, Thanet Way, Whitstable between 17:30 on 5th February and 08:00 on 6th February. The Burglar Smashed the glass to the rear door to gain entry/exit.
- **Burglary** - This took place at a building close to the Riverside Church, Thanet Way, Whitstable between 16.30 on 8 February and 07.30 on 9 February. This building known previously as Riverside Factory is being converted into a Community Centre. A thief has gained access to a locked room inside this building to steal audio equipment.
- **Theft of motor vehicle** - Between 14th and 24th February a Mitsubishi LC57SOE was stolen from a property in Radfall Road, Chestfield. The suspect had access to the vehicle.
- **Telephone call blocking scam** - A local woman received a call from an Asian sounding voice, purporting to come from 002031291533 and offering to enable the blocking of all nuisance calls, including those from India. However, the call quickly segued into a request for information on the expiry date of the member's Visa card: the caller said he had the other details from the telephone provider. When repeatedly challenged about this and asked for confirmation of the supplier's name the caller eventually rang off. A quick check by NHW confirmed that the telephone number was a scam number and that this call was an attempt to get information to enable a fraud.

- **Planters Thefts** -At least two thefts of planters from outside of properties in the Radfall Rd and The Drove areas of the village.
- **HM Revenue Scam** - Email circulated advising of a waiting tax rebate. The message comes complete with an attachment that the victim is told to open. This contains malware which will provide the thieves with personal information from the victim's computer.
- **Business Cyber-attack threats** - Action Fraud has received several reports from businesses that have been sent online extortion demands from scammers threatening a cyber-attack. The scammers, who call themselves the "RepKiller Team", have been sending emails to businesses across the UK demanding payment of between £300-£500 in Bitcoins (a currency that can't be traced) by a certain date and time. If the demands are not met, the team have threatened to launch a cyber-attack against the businesses and their reputation by automating hundreds of negative reviews online. Action Fraud advise against making any payments to the scammers.

217. **ADJOURNMENT OF THE MEETING** – A resident complained about the amount of litter on and around The Ridgeway. He has picked up a black sack of litter together with over 10 bags of dog mess hanging in the brambles. The Chairman explained that Chestfield Parish Council did ask the city council if the parish council could pay for a dog bin here but CCC were not prepared to collect from this location. Cllr Breal explained that there is a new app on Country Eye where you can send off photographs and the details and the locations and volunteers then report problems such as these. Cllr Rabey offered to take photographs and circulate them. There is also a long standing problem with lorry drivers parking at the end of Reeves Way overnight and leaving rubbish including human excrement. Their lorries are also often refrigerated causing noise nuisance too. Cllr Rabey offered to see if he can ask for anything to address this.

The meeting continued.

218. **PLANNING**

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

CA/15/02648/FUL – Land rear of 19 and 21 Chestfield Road

Erection of two detached dwellings with associated access and parking

Thanks were recorded to Cllr Fowler for attending and speaking at the development management meeting where Members considered this application and voted to refuse it.

KALC Planning Conference

Cllr Rabey and Cllr Fowler attended the KALC Planning Conference at Lenham on 7 March 2016. There were six speakers and a high level debate around strategy. The afternoon session pushed Neighbourhood Plans – some people present had been working on a plan for 4 years at a cost of £20k. Alternatives are a Village Design Statement, Parish Plan/Village Survey, or Visual Assessments.

Cllr Fowler explained that Richard Alderton, the Ashford Borough Council planning manager, explained that Ashford give all their parish councillors training on planning. The Clerk explained that the Rural Area Member Panel at CCC had offered parishes planning training (Chestfield is not represented on this panel so was not included in the invitation) – the Clerk had attended it but explained that in her opinion, it was aimed too low and was not therefore of much value. The last speaker at the KALC conference explained the Community 21 project – a project in Ramsgate to engage with young people with a map linking apps to planned development. A photo survey "Treasure or Trash" with children in Chestfield could be undertaken in conjunction with the village survey.

Affordable housing for local people - The application at Bodkin Farm Chestfield (CA/14/01319/OUT) raised an issue around affordable housing allocations in the Canterbury district. 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 with a deadline of 2 March 2016. The housing enabler will receive the responses back direct and will analyse the information obtained and write a report for the parish council. The Clerk uploaded a copy of the covering letter and survey to the parish council's website.

219. FINANCIAL MATTERS

RECEIVED the bank statement for February 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 18/02/2016.

NOTED that one of the parish council's fixed term deposits for £50,395.57 matured on 2 March 2016 and was reinvested for a further three months

NOTED that the Clerk completed the year end on line pension return to KCC on 7 March 2016

NOTED that this year is the triennial valuation of the Pension Fund. The year end information will be used by the scheme actuary to provide a fair and accurate employer contribution rate when they carry out the valuation of the fund. This rate is then set for the next three years.

NOTED that the Internal Auditor had suggested getting an insurance quotation from Hiscox in time for the renewal date/end of long term agreement on 1 June 2016. The Clerk rang Hiscox on 10 March 2016, but they advised that they only cover office based administration roles not parish councils.

Cllr Bailey proposed and Cllr Rabey seconded and all Cllrs RESOLVED to re-appoint Kevin Funnell as the parish council's Internal Auditor and to continue on same basis as now, with quarterly internal audits.

NOTED that the Clerk's application to the Whitstable Area Member Panel for a grant towards the Queen's birthday event/Fun Day has been successful and the parish council will be paid £250 by BACS.

Increase in National Insurance following the introduction of the New State Pension April 2016

The new State Pension is being introduced on 6 April 2016 for those reaching State Pension age after that date. As a consequence of the reforms, contracting out of the additional State Pension will come to an end. The Local Government pension scheme that the Clerk and Chestfield Parish Council pay into is a contracted-out type.

From April 2016 both the Clerk as employee, and Chestfield Parish Council, as the employer will pay increased National Insurance contributions. Both will pay the standard rate of National Insurance instead – an increase of 1.4% of earnings between the HM Treasury thresholds (namely, £5,824 the Lower Earnings Limit and £40,040 (2016-2017 rates))

The Clerk has instructed the payroll provider to change the rate from 6 April 2016 to the standard rate of National Insurance instead. (There is a query whether the previous rate has been correct and the Clerk is dealing with this.)

Relevant links:

Employees Q&A – <http://www.lgpsregs.org/images/EmployeesGuides/QANewStatePensionv1.doc>

Employers Q & A – <http://www.lgpsregs.org/images/CommsResources/QandAEmployersEoCO.pdf>

And also information at <http://www.kentpensionfund.co.uk/local-government>

Update To Model Financial Regulations

The parish council follows the National Association of Local Council's model versions for council's Standing Orders and Financial Regulations.

Following feedback from NALC County Officers and Member Councils, and Legislative changes the Model Financial Regulations have been amended to take account of the following:

- i) Financial Regulation 1.6 has been amended to provide for the possibility of disciplinary action in the event of breach of the Regulations, rather than a definitive statement as to gross misconduct
- ii) Financial Regulation 6.4 has been re-written to apply more generally than merely in respect of disclosable interests.
- iii) Incorporation of the specific requirements of The Public Contracts Regulations 2015 in the Financial Regulations in Section 11 "Contracts" (rather than the previous 2006 version)

Update to Standing Orders

The Public Contracts Regulations 2015 updates also mean an update to the Standing Orders. Cllr Fowler proposed and Cllr Chapman seconded that the revised Model version be adopted. The revised versions of the Financial Regulations and Standing Orders will be filed with the Minutes.

220. AUTHORISATION OF ACCOUNTS

The Clerk presented finance sheets for cheque payments requiring authorisation totalling £647.87, together with an additional sheet totalling £3,661.05. It was RESOLVED that the financial matters and accounts be authorised for payment.

221. CLERK'S REPORT

Correspondence

The Whitstable Society electronic newsletter.

The January/February newsletter from the Kent Police and Crime Commissioner including: Hat-trick of great results for Kent Police

- Extra money to boost public safety in Kent
- Crime in Kent is coming down
- Op Stack policing costs: Home Secretary says 'no'

Read the newsletter at <https://www.kent-pcc.gov.uk/Jan-Feb%20newsletter.pdf>

PREPARATION FOR ANNUAL PARISH MEETING MONDAY 21 MARCH 2016

NOTED that the Clerk has sent invitations to all organisations in the parish on 15 February inviting 'annual reports'. Invitations were also sent to the parish's city and county cllrs. A representative of the Kent Air Ambulance Service has been booked as guest speaker.

The Clerk has advertised the event on the village noticeboards, in the March magazine, and also asked the village correspondent to run some text in the Gazette column.

The Chairman will finalise a Chairman's report (aided by the Clerk).

As per the format of recent years, in addition to the standard Chairman's report, each Parish Cllr will contribute a paragraph on 'their year passed' and what they have achieved/worked on in that time (under their responsibilities / references). This will be printed as a 2-sided A4 leaflet and available at the Annual Parish meeting for people to take away as a reference document, and also inserted in the June magazine.

RESOLVED authority be given to the Clerk to purchase refreshments for the evening.

Cllrs Chapman, Fowler and Rabey volunteered to help out in the kitchen at the event.

In the December magazine Chestfield Parish Council invited residents to advise of an exceptional person or persons in the village; someone who lives in the parish and who has made a significant contribution or made a difference to their local community. The nomination for John and Sonia Turner of 12 Shepherd's Walk was reported to the January 2016 parish council meeting, where councillors ratified that an engraved vase would be ordered for them and a presentation (and possible press release) considered. The residents have been invited to the

annual electors meeting (and confirmed their attendance) and the item has been made an agenda item for that meeting.

KCC Emergency Planning workshops

KALC has run a number of Community Resilience and Emergency Planning workshops over the last four years with the Kent Resilience Team and the Environment Agency. They are currently working with the Kent Resilience Team and the Kent Resilience Forum – Resilient Communities Working Group in organising 2 further workshops in May/June. One will be in the East of the County and the other in the West of the County. They are pulling together the structure/content of the two workshops and would be interested to know what parish councils would like to see covered in these workshops.

Riverside Project, Thanet Way - update

The project's communications officer sent the Clerk an update which was reported to the February 2016 parish council meeting. There was also an invitation for parish councillors to visit the site for a preview tour – this needed to be on a Saturday as that is when the site is clear of workers (and thus safe to attend). Cllr Brealy attended on 27 February 2016 and was very impressed with work to date.

An open day is being planned in June, which the Clerk has offered to advertise in the June magazine.

Play park shrub beds

As reported at the February 2016 parish council meeting, CCC no longer have budget to improve the large oval bed in the play area, the one close to the play equipment. The trees are taking over and the “shrub bed” is becoming a woodland. Officers favoured a clear out of the trees, leaving the odd one, and then a planting plan for this winter. Cllr Fowler and Cllr Rabey kindly offered to do a clear out. The Clerk contacted CCC officers offering help and / or a financial contribution for one season to improve the bed. They require risk assessments to be written out. The Clerk and Cllr Fowler and Cllr Rabey met on site on 4 March 2016 and have contacted the officer to have a site visit to discuss suggestions for improvements. 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 will meet an officer on site on 21 March 2016 and agree a way forward.

UKPN register for vulnerable people during power cuts

UKPN would like the parish council to sign up vulnerable residents to its Priority Services Register (PSR), which is a list of those people who may need extra help during a power cut including the elderly, parents with young children and those who are medically dependent on electricity.

The Clerk replied to advise that the parish council will

- Promote the scheme in the June magazine. UKPN can supply draft text and will be able to monitor any increases in sign-ups to the register in the local area.
- Promote this through neighbourhood watch contacts
- Promote this at the informal meeting with residents associations representatives held on 7 March 2016
- Have information at the Fun Day/Queen's birthday event to be held in June 2016.

222. **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.

The Clerk has advertised the event in the March magazine and will advertise it on the front page of the June magazine and ask the village correspondent to advertise it in the Gazette.

The Clerk will followup to see if the Grasmere Village Residents Association wish to combine on the event. The Clerk was asked to invite the Rotary Club to have a stall.

Cllr Bailey explained that the burger stall is sorted, he has been in touch with the John Graham Trust who will pay the parish council to have a stall. There are about 10 stalls already booked, along with a bouncy castle and face painting activity.

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.

Cllrs asked Cllr Bailey to consider a “dress up parade” for small children – perhaps prince and princess themed.

The Clerk will research crown making and crafts materials.

Cllr Bailey agreed to invite KCC Cllr Harrison to attend and also to invite the Lord Mayor.

Cllr Bailey explained that a Whitstable resident will be selling his book of war poems and tea towels to raise money for the Ghurkas.

Cllr Bailey explained he would also contact the Riverside project about the event.

223. CHESTFIELD SURVEY 2016

The planned village survey for 2016 has been trialled with resident volunteers who attended the thank you buffet. The Clerk would like to record thanks to Cllr Fowler who devised an excel spreadsheet for inputting the results and who spent hours with the Clerk inputting the surveys. The Chairman also asked to record thanks to Cllr Fowler and the Clerk.

RECEIVED a write up of this small sample group to the March parish council meeting.

A final version of the survey based on lessons and experiences learned from the trial has now been finalised.

The Clerk explained that Philip Lennard had suggested that the parish council consider running the survey using ‘Survey Monkey’ which is an on-line only tool. Cllr Fowler responded that there are difficulties with this approach to ensure that respondents are only from the geographical area/village, and he had concerns around ensuring that all residents have the opportunity to complete a survey, and that an on-line only survey would obstruct this. A paper service is more cumbersome and time consuming but at least all households in the parish will get the opportunity to respond. It would be easier to do on-line from an analysis point of view but the survey can’t be done in both ways as there is no control over people doing both and there would also be difficulties as the parish council would be unable to correspond the write-ups from both. It was therefore agreed that paper distribution is the most effective for Chestfield Parish Council at this time.

Also, after some discussion, the parish council resolved to change the name of the survey to Chestfield Survey. The Clerk has co-ordinated volunteer distributors to get most of the roads in the village covered for distribution and some streets are to also have door-knocking collection by some of the volunteers. Next steps : To get surveys and covering letters printed and distributed to the volunteers in April (next financial year when budget provision for this project has been made) with a view to them being delivered in April/May.

224. NETWORKING EVENT

The parish council hosted an 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. Cllr Ellis chaired. The Clerk’s notes of the meeting have been circulated to all councillors and the representatives of the associations.

Cllr Ellis explained it had been a useful meeting. There were common concerns and actions to follow up and the group will meet again on 4 April 2016. A Fairlawn representative is to come onboard at that meeting. Cllr Rabey will circulate the notes to the Birkdale residents association committee to see if they wish to attend.

Cllr Bailey proposed and Cllr Ellis seconded that the Clerk be able to claim overtime for this additional work.

225. SPEEDWATCH

Since the last meeting 5 checks have recorded 35 vehicles travelling between 36 - 51mph. There has been a Police radar check undertaken also.

226. HIGHWAYS

The Clerk reported broken signs on the island by the car wash on the old Thanet Way – these have since been replaced.

KALC motions re HGVs – Update

At the KALC AGM in November 2015 2 motions were agreed relating to HGVs:

- That KALC and NALC should lobby Government to introduce both UK and EU legislation to make it an offence for HGVs to use electronic GPS navigation systems that do not identify routes unsuitable for HGVs.
- For the effects that unlawful HGV parking has on local communities across the county. The Association supports the development of adequate parking facilities, both within the county and elsewhere, for commercial vehicles travelling through the county. The Association urges the Government, Kent County Council and Medway Council to secure adequate funding to make this happen and to consult with Parish and Town Councils and local communities on possible sites.

KALC has been engaging on illegal/inappropriate HGV parking and use of GPS/SATNAVs for a year now with KCC Highways, Kent Police, MPs and more recently with the Department for Transport. Since the AGM, KALC has written to the Secretary of State for Transport and the Chief Executive of Highways England on illegal/inappropriate HGV parking. A response from Andrew Jones MP, Parliamentary Under Secretary of State at the Department for Transport (DfT) was received – and as a result of the DfT response, KALC is looking to meet with Highways England officials and to follow up some of the points from the DfT letter in their next meetings with KCC Highways and Kent Police.

KALC has also just written to all Kent and Medway MPs seeking a meeting with them to discuss a number of issues, including illegal/inappropriate HGV parking, Operation Stack and making it an offence to use electronic navigation systems that do not identify routes unsuitable for HGVs. KALC will keep local councils posted on any developments.

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 will continue to chase for replies from KCC and CCC.

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. Drivers drive fast down Radfall Hill from Broomfield Gate/Tyler Hill direction towards the right hand turn in to Dukeswood. There are real hazards for drivers wanting to turn right in to Dukeswood if there are vehicles coming up the hill and therefore causing them to have to stop and wait to turn. There are risks of rear end collisions.

The parish council has been told they will need to appoint a traffic consultant to try and achieve this. The Clerk has contacted an officer at Amey and this is being progressed.

Highways steward meeting 4 March 2016

TO NOTE that the Clerk met a highways steward on 4 March 2016.

i) Crash barriers by Swalecliffe train station

The barriers here have been hit repeatedly recently and the parish council has concerns for safety. Kent Highways have agreed to carry out some white lining of the roundabout to mark out that it is two lanes and encourage lane discipline at this location. The Clerk has suggested that reflective chevrons be fixed to the railings too – the steward agreed to take this suggestion back to her manager.

ii) Any possibility of a pedestrian crossing for Chestfield Road

The village survey/appraisal to be undertaken soon may well bring up the suggestion of a pedestrian crossing for Chestfield Road. (The 2006 survey did). The suggestion for a crossing or island near the WI hall was thoroughly explored and will not work, and is not wanted by all.

The Clerk and highways steward looked again at the stretch of road from Primrose Way to Maydowns Road but there are too many driveways to properties on both sides of the road and there is no suitable location to cite a crossing.

Near St Joseph's Church may work but then there is the issue on a long stretch of no footpath on the Primrose Way side – so it becomes a crossing 'to nowhere' and so does not work.

The problems around the WI hall have been reported to residents in an earlier magazine edition. The Clerk will re-run this in the June 2016 edition, along with the up to date investigation to advise residents of the issues and complications.

227. ENVIRONMENT

As mentioned earlier in these Minutes (Min. No. 217) Cllr Brealy showed a photo of flytipping in Thornden Meadows on the Country Eye app. Country Eye work to collate flytipping across Kent and work with an analyst to look for patterns.

Cllr Brealy and Cllr Rabey are to meet with an enforcement officer in charge of litter and flytipping – he will prosecute when able.

Bollards Molehill Road

Cllr Brealy explained that bollards are no longer required as he has put a six foot pole across the track to prevent fly tipping.

New walks within the parish

The Clerk has worked up three additional short walks assisted by a resident and member of the Chestfield History Society. They can be standalone walks or used together to add optional 'extensions' to make the walks longer if desired.

The Clerk presented a draft leaflet of Short Walk No. 1 with photographs of interesting things along the route to the meeting. Some amendments were noted. Cllr Rabey will walk the route to 'test the text'. The Clerk is to consult with residents of The Leas and Green Leas residents and enclose a copy of the leaflet. The Clerk was asked to get it printed to run as an insert in the June magazine – Cllr Chapman kindly agreed to help the Clerk do the inserts.

The leaflet will also be made available at the doctors and the library etc.

Access to the ball court at Whitstable Rugby Football Club

At the November 2015 parish council meeting Councillors discussed their concern that grant money for court and fencing improvements was given on the understanding that there would be improved public access but since the Rugby Club have recently laid new surfacing the gates are being locked. The result is that children are cutting and damaging the fence in order to gain access. The Clerk formally wrote to Whitstable Rugby Football Club with the parish council concerns about the lack of access to the ball court, and this was discussed at the Rugby Club's January committee meeting.

At the February 2016 parish council meeting the Chairman expressed continued concerns with their written reply received shortly after. Chestfield Parish Council's expectation was that the court would be kept open for community use, and if damage occurred to revisit the arrangement. The Clerk will write to the WRFC.

The meeting closed at 9.35p.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

There are some changes to the webpages for the Local Plan which will hopefully make it easier to find things. 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/

Review of the Canterbury District's Conservation Areas

A report went to CCC's 11 November Policy and Resources Committee:

<http://democracy.canterbury.gov.uk/moderngov/ieListMeetings.aspx?CId=615&Year=0>

The Heritage and Design Team are to review the District's Conservation Areas. The recommendation for Chestfield is that the conservation boundary should be drawn tighter around the historic structures. In February 2016, due to the amount of work that will be involved in this, CCC advertised for a new officer to concentrate on the appraisals.

As to the actual process of each review, CCC still aim to conduct these as set out in the P&R committee report (process in the appendix), with the emphasis on the identification and protection of areas of special architectural and historic interest, not areas of setting or as preventative measures against development, in line with the Act and national guidance.

CCC hope that the order will be determined by those areas which are most under threat from development, and would therefore benefit from their special interest being analysed, but this will need to be discussed once there is an officer in place.

Once CCC have decided to review an area, officers will get in touch directly with the relevant Parish Council and Ward members to ensure that they are fully engaged with the process.

Additionally:

- The Clerk will research what the NPPF says about conservation areas.
- She will also research the Canterbury District Local Plan for conservation area policy guidance.

New Applications

54	CA//16/00302 Oak Lodge, 8 Grasmere Park Variation of condition 05 (obscured glazing) of planning permission CA/12/00726/FUL for the erection of single-storey rear extension and insertion of dormers and rooflights into roof.; variation relating to changing the obscured glazing on the front dormers to clear glazing.	The Parish Council has no comments.
55	CA//16/00323 49 Chestfield Road, Chestfield, CT5 3LD Two storey side and rear extension with balcony to the rear.	There might be some concern over this application from the neighbours in the adjoining property – on two counts. Firstly the inclusion of a first floor balcony to the rear that might be considered an intrusion of privacy to the neighbours garden. Secondly the positioning of the extension right up to the boundary which, together with its height (which appears to be slightly higher than the main house) could possibly restrict light falling upon PV solar panels positioned on the neighbour's roof. The parish council has not heard from any neighbours so has no comment.
56	CA//16/00308 108 Maydowns Road, Chestfield Two storey side extension with balcony to rear.	No comment by the Parish Council, albeit neighbours might have a view about the proposed balcony to the rear at first floor level – but as these are to bedrooms they could pose little likelihood of intrusion.

57	CA//15/02629 – The Oaks, Radfall Road, Chestfield, CT5 3EN Replacement of existing detached timber frame dwelling with new four-bedroom detached dwelling including integrated garage, associated parking and landscaping.	AMENDED PLANS received. The Parish Council notes the applicant's detailed response to the parish council's earlier comments submitted to CCC in respect of this application and acknowledges the additional information that has been provided in an endeavour to clarify intent and address neighbours' concerns about loss of privacy and overshadowing. Having been approached again by neighbours it is evident that a considerable degree of concern remains about the possible material effect that the development might have upon their properties and outlook. From a Parish Council perspective, however, it is acknowledged that the applicant has responded to the points raised.
59	CA/16/00372/FUL - 22 Shepherds Walk Single-storey rear extension and associated works.	The Parish Council has no comments
60	CA//16/00418/TPO Iwade, Radfall Road, Chestfield, CT5 3EP To fell an Oak Tree to near ground level subject to T.P.O No 1 1957.	There is a previous refusal by CCC on CA//15/02755/TPO to fell the Oak tree. The applicant now seeks to dismantle the tree to near ground level due to several large limbs having split out of the tree over the past couple of years.
61	CA/16/00492/FUL – Land adjacent to 6 Shepherds Walk Erection of a detached dwelling	This is a new application received since the Agenda and appendices was posted, but the deadline for response is before the next parish council meeting. There are similar circumstances to the parish council's objections for a (now withdrawn) application for 20 Grasmere Road (CA/15/01721/FUL). Chestfield Parish Council do not consider that the application meets the criteria in PPS25 to build on flood zone 3. Cllr Fowler has prepared a full response/report which has been circulated to all councillors. The Clerk will upload this to the planning portal as a formal objection to this application

Notifications

CA/15/02686/FUL April Cottage, The Leas Insertion of patio doors to rear elevation. Alterations to front boundary wall to provide new vehicle egress. Insertion of roller shutter doors to existing garage.	Granted by CCC
CA/15/02749/FUL – Molehill Road Replacement of 16.8m high monopole with a 17.5m high monopole supporting 3 antennas, removal of 1 cabinet and installation of 2 new cabinets at ground level and ancillary development.	Telecom – Approval of
CA//15/02755/TPO Iwade, Radfall Road, Chestfield, CT5 3EP To fell one Oak tree subject to T.P.O No 1 1957.	Refused by CCC

CA/15/02454/FUL – Dogs Trust, Canterbury Radfall Road, Chestfield Demolition of existing kennels (intake building), cottage and old reception and replacement with a detached single-storey intake building with accommodation within the roof space to provide overnight staff accommodation and office	Granted by CCC
--	----------------

Enforcement - Mobile home sited in field off Radfall Road

The field on Radfall Road hill, between Radfall Ride and Broomfield Gate, has a mobile home sited on it, and contacted CCC's Enforcement team on 10 July 2015. The enforcement officer served the joint owner of the field Mr Jaimie Clarke, a Planning Contravention Notice (PCN) on the 13th January 2016. This gave 21 days from that date to respond, however, Mr Clarke told the enforcement office that he will have the caravan removed from the site to avoid further enforcement action.

The enforcement officer was in contact with Mr Jaimie Clarke w/c 7 February 2016, and has been on site to verify what Mr Clarke told him.

He has been on site in an attempt to try and move the caravan at the end of January, but due to the wet weather and the ground being like a sponge he is unable to move the caravan at present. The ground is sodden, the enforcement officer was sinking just walking across to the caravan.

He will be keeping tabs on Mr Clarke. As soon as the ground is firm enough then the caravan and vehicle, and waste from fly tipping will be gone.