

**CHESTFIELD PARISH COUNCIL  
MINUTES OF THE MEETING HELD ON 08 MAY 2017**

**Present:** Parish Cllr Steve Bailey (Chairman)  
Parish Cllr Chris Brealy (Vice Chairman)  
Parish Cllr Andrew Rabey  
Parish Cllr Pat Gibson  
Parish Cllr Tricia Chapman  
Parish Cllr Chris Ellis  
Parish Cllr Bob Todd  
Ms Amanda Sparkes, Clerk to the Council

11 x residents (only two for the whole meeting)

1. **ELECTION OF CHAIRMAN for 2017-2018**

The Clerk explained that this is the annual meeting of the parish council and the Chairman and Vice Chairman had therefore stood down, and the first item of business was to invite nominations for a new Chairman for the year May 2017 to April 2018. Cllr Gibson proposed and Cllr Chapman seconded that Cllr Bailey be Chairman again. Cllr Bailey confirmed he was happy to accept the position and signed the declaration of acceptance of office form provided by the Clerk.

2. **ELECTION OF VICE-CHAIRMAN for 2017-2018**

Cllr Gibson proposed Cllr Brealy and Cllr Ellis proposed Cllr Rabey for the position of Vice Chairman and both councillors said they were prepared to stand. However Cllr Rabey said he would stand aside and let Cllr Brealy continue in the role. Cllr Brealy accepted this and all councillors were in favour of this decision.

3. **CHAIRMAN'S WELCOME**

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

Cllr Bailey advised he was saddened to record that Paul Clayson had resigned as a parish councillor on 7 May 2017 due to family reasons, and read out Paul's resignation email to him. The Clerk will do all the necessary actions to deal with this.

4. **MEMBERS' INTERESTS** - Cllr Chapman declared an interest in Grasmere Pasture / Grasmere Gardens planning application, due to the proximity of the home.

5. **CLLR SURGERIES**

There was an agenda item to discuss the offering 'drop in surgeries' one hour prior to the parish council meetings. Cllr Rabey commented that they have been well received and have offered a good opportunity for residents to speak informally. He felt that the sessions add value but need councillor commitment. Cllr Ellis agreed and suggested that they be manned on a rota basis with a councillor and Clerk prior to each meeting. This was agreed and it was RESOLVE to continue these, and the Clerk will work out a rota for councillors to sign up to.

6. **Cllrs Responsibilities 2017-2018** – There is a need to revisit and assign areas of responsibility, especially in light of Paul Clayson's resignation. The Clerk agreed to recirculate with the latest amendments and all councillors were asked to sign up to certain areas of responsibility.

7. **Annual subscriptions:** The Clerk advised there is budget provision to continue with the following annual subscriptions to outside bodies. There was some discussion about them, they each cover separate areas and have different areas of assistance to parish councils.

- a. Kent Association of Local Councils;
- b. Society of Local Council Clerks;
- c. Campaign for the Protection of Rural England;
- d. Action for Communities in Rural Kent.

Cllr Brealy proposed, Cllr Gibson seconded and all councillors were happy to continue with the subscriptions for 2017-2018.

8. **MINUTES OF THE MEETING HELD ON 10 APRIL 2017**

Cllr Bailey proposed and Cllr Chapman seconded and the Minutes were accepted as a true record of the meeting and the Chairman duly signed them.

9. **POLICING** - Cllr Rabey advised he had nothing to add.

10. **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:

NHW coordinators across east Kent have reported the following during the past few weeks:-

1. A Chestfield resident has been tricked by a scam. A call was received, purportedly from BT Open Reach, stating that their internet connection was slow and that they will arrange for a new modem to be delivered and connected, they then stated they are giving a credit for the poor service received, this is the scam. They obtained details of the resident's credit card which they used to make purchases from Amazon. The fraud is being dealt with by the fraud department of their bank and Amazon. Advice is always to put the phone down and call the company back, having looked up the official customer service number. If it looks too good to be true - it probably is.

General warnings by the police, the National Fraud Intelligence Bureau and/or other trusted sources:-

**Wonga** has confirmed a data breach where up to 250,000 accounts have been compromised. The incident is being investigated by the police and has been reported to the Financial Conduct Authority. Wonga has updated their website with further information and confirmed that they are contacting all those affected and are taking steps to protect them, but there are also some things you can do to keep your information secure. To make yourself safer:

- i. If any of your financial details were compromised, notify your bank or card company as soon as possible.
- ii. Review your financial statements regularly for any unusual activity. Criminals can use personal data obtained from a data breach to commit identity fraud. Consider using credit reference agencies, such as Experian or Equifax, to regularly monitor your credit file for unusual activity.
- iii. Be suspicious of any unsolicited calls, emails or texts, even if it appears to be from a company you know of.
- iv. Don't open the attachments or click on links within unsolicited emails, and never disclose any personal or financial details during a cold call.

There has been a series of recent incidents reported to Action Fraud where a lone fraudster has approached victims whom they believe to be unfamiliar with the local area. They make an excuse to talk to the victims such as enquiring about directions or offering a recommendation for a good hotel. After this interaction, several other fraudsters will intervene purporting to be police officers in plain clothes and will sometimes present false identification as proof. The fake officers will then give a reason to examine the victims' wallet, purse or personal items. They may also examine the first fraudster's items or try to tell victims that the first fraudster is suspicious in order to gain victim trust and appear more realistic in their guise.

After all the fake police 'checks' are finished, victims have then reported being handed back their personal items only to later realise that a quantity of money or valuables were missing.

**To protect yourself:**

- If an individual claims to be a police officer ask for their name and rank, force, and examine any identification presented; this is always good practice but especially important if they are not wearing a uniform.
- The Police will never ask for your passwords or PIN details. Do not give this information to anyone.
- The Police will never request that you withdraw/transfer any money to them or to a 'safe' account.

Cllr Bailey advised that he was aware of an elderly person locally who, last week, was hypnotised by phone, and asked to go to their bank and transfer money. Fortunately, the bank teller was suspicious and called the Police. The Police were then present at the victim's home when the company called back to followup.

11. **ADJOURNMENT OF THE MEETING** - There were several residents present to comment about the planning application CA/17/00817/FUL for two detached new homes on land to the rear of 145-149 Chestfield Road. This new application is a resubmission of CA/16/01409 which was refused by CCC. It is virtually identical in detail to that of the refused one. One resident advised that the drainage proposed is no longer a cess pit but mains drainage. The applicant argues that CCC's Housing Land Supply numbers is out of date and not met, and that there are recent won Appeals decisions in the district for similar schemes, and therefore the planning authority should reconsider the application and now grant it. As before, residents were urged to make their own individual representations to CCC, and the parish council will make similar comments to those expressed before too, expressing concern and supporting the residents' concerns.

A resident advised that he had attended a recent Canterbury City Council planning meeting and Cllr Samper (Chairman of the planning committee and Chestfield Ward Cllr) had told him that CCC has their 5 year housing land supply without the Grasmere Pasture numbers. Cllr Bailey offered to call Cllr Samper to ask for clarification on this.

A resident also talked about the trucks parked on the Reeves Way and that he was worried about crime and noise from refrigeration and loud music. He explained he had talked to KCC who have asked the Police to move the truck drivers on.

He also mentioned the enforcement case created earlier this year (ENF/17/00061 dated 21 February 2017 ) for the Screwfix unit 101-104 Harvey Drive, John Wilson Industrial Estate CT5 3QZ and its illuminated signage. Cllr Chapman advised that some years ago, she had rung the manager of Screwfix and the light is on a timer and he adjusted this but it is still on all night on Sundays so she needed to contact him again about that day. The Clerk offered to chase the city council enforcement team for a reply about the illuminated signage being erected.

The meeting continued.

## 12. **KCC COUNCILLOR ELECTIONS**

Cllr Bailey confirmed that at the KCC Election count on Friday 5 May 2017, KCC Cllr John Simmonds had been elected to represent Chestfield. He takes over from the now retired Mike Harrison. The Clerk advised that she had spoken to Cllr Simmonds, and Chestfield's meeting on the second Monday clashes with Blean parish council so he is not going to be able to attend all meetings and said he would prioritise his visits on a need basis and try to contribute in other ways where possible.

Cllr Bailey advised that Cllr Simmonds has already promised him to get together and talk about cleaning up public spaces in the surrounding area from the proliferation of rubbish.

## 13. **PLANNING**

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

### **Chestfield Farm/Wedgewood Homes**

Cllr Rabey drew attention to the previously existing pond/ new drainage pond at the new Chestfield Farm development in The Drove. There are some concerns about the future maintenance of it in view of the new fencing that appears to incorporate it and put it into the curtilage of one of the new properties? Presumably this has been done by the developers? It could possibly be filled in in the future but it should be kept as a sustainable drainage feature along with the one at the back of the new development site. It needs this a restriction/caveat for any sale of the property/land.

Cllr Brealy declared an interest in this item, but commented that he expected it to be a communal pond with all of the five new householders contributing to it. Furthermore, there are great crested newts (a protected species) which would prevent it being filled in.

The Clerk and Cllr Rabey will make enquiries.

**CA/17/00469/OUT - Grasmere Gardens, Land South of The Ridgeway:** Outline application for 300 dwellings, employment space; a community hub to include shops, financial services, food and

drink outlets; non-residential institutions to include clinics, health centre, crèche, nursery and day centre; a cafe/restaurant/bar; 7.16ha of open space, play facilities, car parking and landscaping.

**NOTED that the parish council's response was sent to CCC on 20 April 2017.**

**Chestfield Parish Council has objected on the following grounds:**

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

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

14. **INTERNAL COMMENTS AND COMPLAINTS POLICY**  
**TO REVISIT the parish council's previously adopted "Comments Complaints and Compliments" Policy**

The Chairman introduced this item. He explained that councillors have spoken outside of the meeting and he is now happy to formally and publicly Minute that an anonymous complaint had been made about him by a resident to the Canterbury City Council's Monitoring Officer. It had not been nice for him to go through this, especially as it took two months and one week to resolve. Cllr Bailey explained that as an unpaid volunteer as a parish councillor, he had had to go through the same intrusive investigation as a paid city councillor. He would not wish anyone else, who may sit voluntarily as a parish councillor or on a committee on a voluntary basis, to go through this. Cllr Bailey commented that he, his family, and the parish council were subjected to unnecessary stress. The complaint had been an alleged breach of the Code of Conduct that the parish council had had to adopt. He felt that there may be food for thought for the parish council to have their own Model. Following extensive investigation by the CCC Monitoring Officer, the complaint has now been resolved and closed with no breach having taken place.

Cllr Bailey had asked that a reminder be made that the parish council has its own complaint procedure. The first port of call is to the Clerk, and this would be preferable to all concerned than going directly to the city council. Cllr Bailey explained that he had been prepared to walk away, and he thanked his fellow councillors for all of their support through the investigation period. After a two month wait for a resolution, the matter had got into his head, so a reminder to all about the internal system the parish council has in place would be welcomed.

Cllr Bailey advised that all matters brought to the parish council would be investigated.

Cllr Bailey was saddened that his name had been dragged through the mud whilst the complainant remained anonymous. Cllr Rabey clarified that the city council knew who the person complaining was, so the complainant was not anonymous to the city council. He commented that there has to be a process to complain but he felt that the experience had enabled some feedback to be given to the city council going forward. The parish council has its own complaint system in place but the city council did not signpost the complainant to this, rather it had been allowed to escalate straight to the city council. He felt that he and the Clerk could feedback to the Monitoring Officer that they would like the parish's internal system to act as a first stage complaint process. Investigations at city council level can be expensive – and it would be a saving if complaints could be dealt with at parish council level.

Cllr Rabey also felt that it was important that timescales should be set in advance – so both the complainant and the parish councillor involved in the allegation know when to expect an outcome. Cllr Bailey explained he had been given 10 days to answer to the allegation – but the city council took much longer to investigate (with no actual time frame for response given). Cllr Ellis seconded that Cllr Rabey be able to give feedback and meet the city council's Monitoring Officer. It was appreciated that they would need a time extension for a complex case.

A copy of the parish's own previously adopted "Comments Complaints and Compliments" Policy had been given to all councillors ahead of the meeting.

The Clerk will add timescales to the parish's own policy and do a reminder of the existence of the policy in a future magazine and also upload the latest version to the parish council's website.

**POST MEETING NOTE:** *A member of the public approached the Chairman to state that he wished to discuss this particular matter further – Cllr Bailey stated that he would be more than happy to include this as an agenda item for the next meeting should the individual still wish to discuss this matter.*

15. **FINANCIAL MATTERS**

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

NOTED confirmation from CCC on 25 April 2017 of a payment to be made by BACS of £61,865.00 for the precept and cushioning grant for 2017-2018

NOTED that the Clerk discussed the parish council's insurance needs and cover for the renewal from 1 June going forward and added in advance the two new wooden benches to be provided at the play park to the schedule for cover.

**Internal Auditor's report**

NOTED that the Year-End Internal Audit was undertaken with Lionel Robbins on 24 April 2017.

RECEIVED the Internal Auditor's report and NOTED that there were no areas of concern or areas for action thereon.

**Renewal of direct debit resolution for Plusnet and BT**

Para 6.7 of the new Model Financial Regulations states:

"If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years."

RESOLVED therefore to continue payments by direct debit for Plusnet (for Chestfield dedicated email address and domain name) and BT (telephone services)

**Request for donation to legal costs for Mountfield south Canterbury development**

CONSIDERED a letter requesting up to a £500 donation towards legal costs of £25,000 for a Judicial Review lodged against the Canterbury South urban Extension Development (Mountfield Park application CA/16/00600) on the grounds of worsening air quality and traffic. (The letter explained that this is being requested by the Kent Environment and Community Network (KECN) – a not for profit voluntary organisation set up in 2008 and which became a Company Limited by Guarantee in 2011.)

This item was discussed.

The Clerk explained that the judicial review would be against the Secretary of State for not calling in the application on air pollution grounds, not Canterbury City Council for granting it. Chestfield parish councillors felt that Air pollution is being increasingly appreciated as a problem, so all residents/all parishes will benefit from action.

The letter does not mention cost capping however, and the parish council felt that there may be a danger of further costs being sought/required from contributors in future if the JR goes ahead. A letter, for example, from the group's solicitor, confirming that should the parish council give a donation that this would be a full and final donation, should be sought. With cost capping and a confirmation of this the parish council felt that they could consider the item again at a future meeting. The Clerk will write to KECN.

16. **AUTHORISATION OF ACCOUNTS**

The Clerk presented finance sheets for cheque payments requiring authorisation totalling £1,165.24, together with items listed on an additional sheet totalling £2,991.75. The financial matters and accounts were authorised for payment.

17. Annual Return year ending 31 March 2017

The Clerk had circulated all the papers ahead of the meeting to all councillors. NOTED that the Annual Return is submitted with the following supported documents:

- i)* Bank reconciliation – the Year End balance is £139,604.
- ii)* Income, Staff costs, All Other Payments
- iii)* Income and Expenditure sheets and balance sheet
- iv)* Statement of variances
- v)* Covering letter to PKF Littlejohn – including contact numbers for Clerk and Chairman

Also RECEIVED the Ear Marked Reserves schedule up to 31 March 2017 totalling £67,291. (The Council maintains certain restricted and unrestricted reserves to meet general and specific future expenditure. Ear marked reserves are noted in an excel spreadsheet and held for specific spend in those areas.) RECEIVED the Council's Register of Fixed Assets totalling £33,031. (The fixed assets are recorded on a spreadsheet with two columns – one showing the purchase price for the purposes of reporting on the annual return form and one column valued on the basis of, and to match, the parish council's insurance schedule.)

RECEIVED a Finance Risk Assessment

RECEIVED a Statement of Internal Control

RECEIVED the Council's Statement of Accounting Policies

18. Approval For Annual Return for the year 2016-2017: Section 1

Cllr Todd proposed and Cllr Breally seconded and all Councillors APPROVED the Annual Return and all supporting documents for the financial year ended 31 March - to be returned to the external auditors PKF Littlejohn LLP by 12 June. The Chairman duly signed the Section 1 page : the Annual Governance Statement. (Section 1 is for the parish council around the effectiveness of the system of internal control.)

19. Section 2 : the Accounting Statements – this had been prepared by the Clerk and Responsible Financial Officer and signed and dated *prior* to being presented to the parish council. Cllr Ellis proposed and Cllr Breally seconded and all councillors RESOLVED to approve Section 2 and the Chairman duly signed this section too.

Cllr Bailey commented that the Internal Auditor had drawn attention to the high year end balances, especially as the year end ended higher than the starting balance as certain items that the council had thought would attract expenditure had not come to fruition. Cllr Bailey advised that the Clerk has explained in the covering letter to the external auditors that there is an intention to spend in 2017-2018 to bring the level down. Cllr Bailey said he had some suggestions – such as a concrete table tennis table or perhaps to extend the outdoor gym equipment if CCC will allow the parish council to do this. These items will be explored, in context of the Action Plan.

Cllr Bailey also asked that thanks be recorded to the Clerk for all her hard work in the preparation of the year end documents.

NOTED that the Clerk must publish (including on the website) the Annual Return by 30 June 2017. NOTED that the parish council must make arrangements for the exercise of public rights to inspect the accounts – and the inspection period of 30 working days must include the first 10 working days of July. PKF Littlejohn issued a template suggesting Monday 5 June to Friday 14 July inclusive. The Chairman and Clerk will publish this on both noticeboard(s) and parish council website by Sunday 4 June 2017. (NOTED also that the subsequent signed report returned by PKF Littlejohn with the Annual Return must be published on the parish council website by 30 September 2017)

20. **CHRISTMAS CAROLS**

The Christmas Carols event start time change from 8pm to 7pm has already been confirmed. A resident suggested a banner across the Church green if the Church is willing – a banner could also advertise the Fun Day. The Clerk confirmed at the last meeting that she had written to Father Kevin about the suggestion. His reply and any comments are awaited. The Clerk was asked by the parish council to write again and also suggest that if an A board would be a more acceptable alternative this would work equally well.

21. **CANCELLATION OF FUN DAY 2017 Sunday 23 July 2017**

Since the last meeting the working group met and after much discussion decided to cancel the Fun Day previously scheduled for Sunday 23 July 2017. There has been virtually no interest from local organisations, and the three that have replied have not got stalls that will bring in crowds. There is also no interest from local residents in volunteering to help.

Cllr Bailey explained that the Chairman's message in the June magazine will explain more about the reasons for cancelling. There was some thought that cancelling may actually provoke some reaction and feedback, and if this is the case, then plans for an event in 2018 may be considered.

As part of the initial preparations, the cricket club kindly gave their venue for the day and expect some fund raising opportunity to piggy back on; and Cllr Gibson has kindly been collecting tombola prizes. A sensible solution, supported by the Chairman of the Cricket Club, is to run a community quiz on 23 July 2017 instead of the Fun Day – time from 5pm – with proceeds from the event to be split between the Cricket Club and "Tree Tops Animal Rescue", one of the three local organisations expressing interest in the original Fun Day. All councillors were happy with this suggestion so the Clerk will advertise the event and take table bookings, etc. Cllr Gibson has been researching food platters and she and the Clerk will meet to discuss these.

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

23. **CHEK**

The Clerk had received and circulated an email from Graham Gilbert - Fund Raising Officer for CHEK (Concern for Health in East Kent). This explained that as highlighted in the local press and radio CHEK had an open meeting to highlight the situation at the Kent and Canterbury Hospital. CHEK (Concern for Health in East Kent) are fighting in the short term, not only, for the return of facilities recently lost, but the return of all facilities taken away from the K & C. Their long term aim is for

- A Health care Village in central east Kent
- An Acute Hospital and medical schools set up at the Universities in Canterbury. This will provide long term stability for Health care in the future.
- Training for future doctors for both the Hospital and GP's.
- An Acute Hospital to cover the needs of the area with the largest population in the East Kent area, the area with the largest student population in the area, the area with the largest visitor numbers in the area( they also have accidents) and a Hospital for those at University to train at.
- CHEK plans to hold a March through Canterbury City Centre on 3 June 2017 and expect up to 5,000 people to attend it.

Canterbury City Council are actively supporting CHEK and Faversham Town Council has also agreed to support CHEK. CHEK would like to add as many parish councils to their list of supporters and have contacted several Clerks.

Councillors have discussed this by email. Comments included that the hospital is important and a great asset to residents. There has been some query over whether it may be supported by the parish council as a body or as individuals, and there is some need to understand the wider issues around the proposals and the situation as it is currently and may be in the future.

The existing hospitals however are over-stretched and the area of East Kent has a very large and growing population.

The parish council felt that as CHEK is a non-political organisation they would offer their support and the Clerk will do a reply to this effect.

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

There have been 450 responses from residents giving a response rate at 32%. Informal meetings with the clerk and Cllrs Rabey, Gibson and Chapman has been to disseminate the numerical and narrative comments and formulate an Action Plan. An Action Plan will be formulated and brought to full council in due course. This will act as a steer for the parish council for the next 5 years or so.

For the waste and recycling ongoing item: the Clerk will attend the “Necessary Furniture” Open Day on Saturday 6 May 2017 and report back and add details in the magazine for residents – this social enterprise is for both those who may wish to recycle unwanted furniture etc and those residents who may need or know of people who need second hand furniture at reasonable prices.

The Treasure or Trash survey suggestion is still on hold pending further thought and text – it may be directed at children and young people – or everyone in the village? Once finalised with the survey/action plan working group councillors the project may run in a future edition of the magazine.

Cllrs Gibson and Todd and the Clerk will meet again to progress the action plan.

In the meantime, the Clerk and Cllr Chapman had provided a Magazine Action Plan with suggestions to address residents’ comments. There have been some very good ideas. Most of these are either incorporated and running or are being explained in the June magazine. The Clerk would thank Cllr Chapman for time taken in checking contact numbers pages and updating these.

25. **SPEEDWATCH**

NOTED the Clerk continues to help the volunteers with the new online website and the inputting of sessions where there appear to be problems.

NOTED that the Clerk is arranging the annual service and calibration of the speedwatch kit with Unipar Services based near Tunbridge Wells.

Cllr Brealy wondered if the speedwatch people can do traffic counting too on sessions and will arrange to join one to discuss this.

26. **HIGHWAYS**

**Lane discipline markings and chevrons at the railings on the train station roundabout**

The Clerk explained that she has chased again for possible land markings and chevrons being installed to try and stop these repeated railings incidents. Also, she has chased for the parish council request to pay for a Traffic Regulation Order to consider a reduction in the speed limit here from 60mph to 40mph.

27. **ENVIRONMENT**

The six wooden benches that the parish council bought for Radfall Recreation Ground need sanding down and varnishing again. Cllr Todd and the Clerk have rescheduled to do these.

**Public Rights of Way Map noticeboard at Maydowns Road.**

Repairs/maintenance for the Public Rights of Way Map noticeboard at Maydowns Road are in hand.

**Line of very tall fir trees at the back of the play park**

The very large fir type trees at the back of the play park alongside Fern Close are in KCC ownership and are dying and need attention. One tree has recently been removed. Chestfield parish council, as another joint initiative with KCC, have offered to part fund the removal and provision of new trees. All residents directly affected in Fern Close are highly supportive of their removal and replacement. KHS has since agreed to fully fund the felling and removal of the trees. CCC has also agreed that the usual conservation area commitments to put 16 back (for the 16 being removed) may be waived as there are issues of spacing to ensure room at maturity. 7 or 8 new trees may now be considered with hedging planted instead interspersed between to maintain the line.

The species are being renegotiated. The Clerk confirmed that felling will now take place in the Autumn and the highways officers are costing options up which will come back to the parish council. There is no further update as yet regards prices and timescale.

**Possible new noticeboard at the play park**

The parish council would like to install a new noticeboard at the play park entrance – this would not only be a form of communication but would also act as a barrier to vehicles getting on to the grass area by the car park. Kent Highways must give permission for the parish council to install one as the land is technically a highways verge. The Highways Manager has asked for a map location plan and

a completed application form which he will pass to the Canterbury district Licencing team to consider. This was sent to the Highways manager at the Highways depot on 29 April 2017. The Clerk has suggested that a standard two-board size noticeboard be provided made from man-made timber recycled plastic (a low maintenance material). The Clerk explained that the licensing officer has asked for a certain application to be completed and that the contractor, if permission is given, must be qualified to do works on or adjacent to a highway. The Clerk will deal with this.

**Circular walk**

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

Four new leaflet dispensers will also be placed at certain locations on circular walk route – the Clerk and Cllr Todd will install them on the parish council’s Primrose Way noticeboard, the Radfall walk information board, the Maydowns Road noticeboard and hold the fourth one for the new noticeboard at the play park (hopefully, highways permission withstanding.)

28. **WRFC BALL COURT**

An Agreement Document around ball park access has been signed by the parish council Chairman and sent to WRFC for their Chairman or representative to also sign one copy and return. This was acknowledged by the Secretary and the signed copy from them being returned is still awaited. The Clerk will chase for this.

Rugby club representatives agreed a limited open access to the ball park via a key to be held by the steward at the sandwich/burger stand. The parish council asked the Clerk to advertise this on the parish council noticeboards.

Some interim signage has been put up by the Rugby Club but it does not say where to collect the key from. The parish council offered to pay for more informative signs but there has been no reply. At the April 2017 parish council meeting, Cllr Rabey offered to speak to McDonalds to see if they would be willing to sponsor some kind of event in the ball court. He explained that he had spoken about this but their policy is not to do such events, as they may be inundated with requests.

The meeting closed at 9.40p.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, 08 May 2017**

**APPENDIX 2**

**Appeal Land adjacent to 4 Shrub Hill Road  
Erection of two detached dwellings (CA/16/00722) - Appeal Reference W/16/3154561**

An Appeal has been lodged with the Secretary of State, to be determined by written representations and a site visit by the Inspector. Decision is still awaited. (The Clerk has circulated the city council’s statement of case).

New Applications

1	CA/17/00769/FUL - 16 Longtye Drive Proposed single-storey side extension.	The parish council has no comments.
2	CA/17/00662/FUL - 51 Maydowns Road Proposed single-storey rear extension, porch and loft conversion.	The parish council has no comments.

3	CA/17/00757/TPO - Molehill Court, Molehill Road TPO no 2, 1968 - T1 - reduce crown and stems by upto 3m of Oak tree located to the left front boundary line (roadside tree).	The parish council has no comments.
4	CA/17/00763 - Becketts Croft, 7 Grasmere Road Proposed single-storey rear extension to house and garage along with new gated parking arrangements.	The parish council has no comments.
5	CA/17/00775 - Greenlee, Radfall Road Variation of condition 02 (drawings) of planning permission reference CA/16/02712/FUL for the proposed two storey extension; to allow change in hipped roof to gable roof on side elevation.	The parish council has no comments.
6	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.	Variation of previous approval to note.
7	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.	Tree works to note
8	CA/17/00817 - Land rear of 145-149 Chestfield Road, Chestfield, CT5 3LR Proposed erection of a two-storey detached, five-bedroom, dwelling.	Further to the representations by residents at the meeting, the comments below were submitted to CCC on 10 May 2017 as the parish council's response to this resubmitted application. (Similar to comments made for the previous, refused, application in 2016, CA/16/01409: see below:)

**CA/17/00817 - Land rear of 145-149 Chestfield Road, Chestfield, CT5 3LR  
Proposed erection of a two-storey detached, five-bedroom, dwelling.**

The parish council is aware of the previous refused application in 2016 (Reference CA/16/01409) when at the meeting of Chestfield Parish Council held on 11 July 2016, there were a record number of residents in attendance, most of whom were present to express concerns about that (subsequently refused) planning application.

The parish council considered this new submission at their meeting held on 8 May 2017, and again a number of residents were in attendance. The parish council is therefore aware of the very strong feeling of residents in the nearby vicinity. Their main planning concerns continue to be the impact of the proposal on future flooding, flash flooding, and surface water drainage. Plus concern about overlooking, loss of privacy, and questions of the appropriateness of the design of the proposed dwelling.

Chestfield Parish Council urged all residents present at the meeting to make their own representations to Canterbury City Council as the planning authority and who ultimately make the decision on whether or not to grant this application.

Chestfield Parish Council is opposed to the development in back gardens and 'garden grabbing' within the village and has objected to two recent examples in the conservation area which were refused and upheld at Appeal (CA/15/02648/FUL – rear of 19-21 Chestfield Road, Erection of two detached dwellings with associated access and parking, and CA/15/02034/FUL – rear 23 Chestfield Road - Erection of a detached single-storey dwelling with parking and access).

This new current application lies adjacent to the conservation area, with only the access track actually in the conservation area.

This application does raise an issue about the overall development of Chestfield and the changing architectural landscape. Chestfield Parish Council wishes to retain the look and feel of the village by

suggesting that future house builds do reflect the type of housing already in the village - this proposal, for some, may be a step too far.

The parish council supports residents' concerns over flooding and the poor drainage quality of the land, and would like the planning authority to be satisfied and give a reassurance that the development, if permitted, will not worsen drainage for any current properties around the site.

**Notifications**

CA/17/00206/FUL - Brookfield, The Drove, Chestfield, CT5 3NT Proposed detached garage together with conversion of existing garage into living accommodation.	Granted by CCC
CA/17/00208/FUL - 56 Chestfield Road, Chestfield, CT5 3LD Infill extension to front elevation.	Granted by CCC
CA/17/00285/TPO - Woodside, Molehill Road, Chestfield, CT5 3PD – application for various tree works to trees with TPOs	Granted by CCC
CA/16/02971/OUT – Outline planning application, Land at Grasmere Road, Whitstable Outline application for the erection of up to 170 dwellings with public open space, landscaping and sustainable drainage system including access from South Street and Grasmere Road.	REFUSED by CCC
CA/17/00460/ - 22 Grasmere Road Tree works: T.P.O No 7 1969 ,T1 - Oak - To remove deadwood and reduce several smaller branches to give 3 meters clearance from building T2 - Leylandii fell to ground level.	Granted by CCC

**Enforcement**

**ENF/17/00061 dated 21 February 2017 - Screw Fix, Units 101-104 Harvey Drive, John Wilson Industrial Estate CT5 3QZ:** An enforcement case was created in February 2017 for the possible breach of planning with the installation of an illuminated sign. There has been no update so the Clerk will chase.