

**CHESTFIELD PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 04 SEPTEMBER 2017**

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

Canterbury City Cllr Jenny Samper
2 x residents (one who recorded the proceedings)

71. **CHAIRMAN'S WELCOME**

Cllr Bailey welcomed everyone to the meeting, back after the summer break. Apologies for absence were received and accepted from Parish Cllr Anne Loder (leave). Belated apologies, sent before the meeting but received afterwards, were also received from KCC Cllr John Simmonds. Cllr Bailey advised that tonight's proceedings were once again being recorded and video-ed by a resident in attendance. He explained that after careful consideration to those present, the parish council had allocated a specific area for this member of the public to operate their recording system so that they may operate their recording without causing disquiet to those present this evening.

72. **MEMBERS' INTERESTS** – Cllr Chapman reminded everyone that she had an interest if Grasmere Pasture is mentioned at any point in the meeting.

73. **VACANCY** – The Clerk confirmed that two eligible candidates have expressed an interest, neither of which were able to attend the meeting this evening. And a third resident was in attendance having expressed an interest in the vacancy just prior to the meeting. The Clerk explained the first resident is a previous parish councillor who knows the role and duties and who had a meeting with the Clerk in August to get back up to speed. The second is a resident who had dialogue with the Clerk over a recent planning application. The Clerk had suggested he attend a parish council meeting to see what transpires before formally applying. The parish council is lucky to have a choice of strong candidates. But there is only one vacancy. The two unsuccessful candidates could be on a reserve list for future vacancies although the Clerk explained that each arising vacancy must follow due process through Canterbury City Council and relevant advertising through the parish first. It was agreed that the Clerk and Cllr Bailey and Cllr Chapman offer to meet with all three residents and then invite them to attend the next meeting for all councillors to vote for their favoured candidate. The Clerk will contact all three people, and set up dates and times for the informal 'interviews' to take place.

74. **Standing Orders and Financial regulations** – The Clerk explained that these have been reviewed and worked on for the last 2-3 months. The latest versions have been worked up with all councillors who have all had opportunity to give input. They are based on the NALC Model templates. The Standing Orders have some minor variations on just three sections. The documents better reflect the way the council works. Cllr Todd proposed, Cllr Gibson seconded and all councillors indicated with a show of hands that they were in favour of the adoption of these latest versions with immediate effect. The Clerk will replace the versions on the website.

75. **NEW TERMS OF REFERENCE for AJOURNMENT and RECORDING OF MEETINGS**

Chestfield Parish Council has worked on new Terms of Reference for parish council meeting adjournments and protocols for anyone wishing to make recordings of the relevant parts of parish council meetings. The Clerk explained that there are laminated copies laid out for members of the public on the public chairs. These new Terms of Reference have been endorsed by the sector's legal advisor. Cllr Brealy proposed, Cllr Ellis seconded and all councillors indicated with a show of hands that they were in favour of the immediate adoption of this document.

76. **MOVE TO BI-MONTHLY PARISH COUNCIL MEETINGS**

Cllr Bailey introduced this item, explaining that legally there need be only four meetings in a year. Cllr Todd explained that there is an option to stay as things are with no change but he felt a move to a bi-monthly frequency may work better and enable better progress between meetings. The surgeries offered each month to residents could and should continue though for planning and public enquiries. Cllr Rabey agreed that he supported a move to bi-monthly, feeling that the review of the survey and actions arising from it could be better progressed bi-monthly. Cllr Bailey commented that there has just been a two month gap between meetings as an example. He pointed out that after councillors get the Action List from a meeting there is only one-two weeks before the next meeting so a move to bi-monthly will enable more time and give more to the public on a practical point of view.

Other councillors also agreed that a longer run between meetings would be preferable and give more opportunity to compare progress and suggested that the trial go ahead and the review date be moved March 2018 or even mid-summer 2018.

Cllr Ellis commented that a variety of issues through the survey have been identified and at the next meeting he would like to consider special groups to move some of these. He felt that if there are less meetings then those councillors interested in particular actions would have more time to devote to them.

The Clerk confirmed that the parish council may always call a special meeting anyway if necessary, with the statutory advertised period needed. Cllr Todd proposed, Cllr Bailey seconded and all councillors indicated with a show of hands that they were in favour of a trial of bi-monthly meetings with a review to be held in May 2018.

The Clerk will deal with all actions around revised dates for meetings and publicising in magazine and website etc and will also extend the rota for the resident surgeries where at least one parish councillor will be in attendance with the Clerk at each one.

77. **MINUTES OF THE MEETING HELD ON 10 JULY 2017**

Cllr Rabey commented that all councillors had seen the Minutes. Cllr Brealy proposed and Cllr Rabey seconded and the Minutes were accepted as a true record of the meeting and the Chairman subsequently duly signed them at the meeting.

78. **UPDATES on now Closed Actions from the last meeting:**

Truck parking on Reeves Way

The parish council has had long-held concerns about the repeat problems of trucks parking on Reeves Way – the entrance road leading to the John Wilson Industrial Estate at Chestfield, Whitstable. NOTED that a letter of support was sent to CCC on 15 July 2017 supporting a call for an overnight ban on HGVs at Reeves Way. (The Clerk explained that this item is to be considered by the Joint Transportation Board, a hybrid committee of both city and county councillors, at the annual review)

New Bus stop markings at Radfall Road

NOTED Stagecoach manager's response to the parish council's earlier questions about their positioning. The Chairman thanked the Clerk for her hard work on this item. (The Clerk advised she would put the detail about this item as an Appendix to these Minutes)

New Noticeboard at the play park, Chestfield Road

NOTED that the new parish council's noticeboard has now been installed. The Clerk has added the new item to the Fixed Asset Register and the parish council's insurance.

Cllr Todd will install the plastic dispenser for holding the circular walk leaflets which will make four noticeboards in the village now holding these. Cllr Rabey and the Clerk have been refilling these. The Clerk was asked to order a further 500 copies of the circular walk leaflets for this purpose.

QUIZ SUNDAY 23 JULY 2017

The Quiz held on Sunday 23 July 2017 at the Chestfield Cricket Club was very successful. Thanks to Cllr Bailey for being quiz master and preparing all the questions etc. Thanks too to Cllr Gibson for purchasing all the food and drink and to Cllr Gibson and Loder for their help with food preparation on the day. Tables bookings raised £408, and the raffle and 'heads and tails' raised a further £158. The costs were £113.16 for the food, and £20 for the volunteer bar staff tips. The raffle did not have

any associated costs as gifts were donated by Cllr Gibson, Cllr Bailey, Cllr Chapman and the Clerk. So the overall profit raised is £432.84, which was split between the Chestfield Cricket Club and Tree Tops Animal Rescue, at £216.42 each.

79. **CRUSE**

Cllrs considered “CRUSE Bereavement Care” as the Guest Speaker for the annual electors’ meeting in 2018. CRUSE operating from Jagow House, Whitstable, is a self-supporting branch of the national charity Cruse Bereavement Care. Volunteers change the lives of people who have been bereaved by supporting them, providing reassurance, information, advice and support and most importantly helping people develop coping strategies and find the resilience to continue with their family and work responsibilities. The demand from the local community to provide bereavement support continues to rise each year. In 2016 trained volunteers supported over 500 adults and children. Currently, they have 25 children from local schools on their waiting list so the demand for the service is forever increasing.

Cllr Bailey proposed, Cllr Gibson seconded and all councillors indicated with a show of hands that they were in favour of CRUSE being invited as the guest speakers for the annual electors meeting in 2018 - to explain and answer questions about the Charity and the work it does in the community.

80. **POLICING** – Cllr Rabey explained that he had little to report. He had tried to get a meeting with a sergeant. Kent Police are changing to a different method of working from 12 September 2017. This will affect how their resource is allocated. They will have a team dealing with victim-based vulnerable people, such as those affected by domestic violence; and there will also be an active team dealing with intelligence reports. Cllr Rabey also explained he is trying to get detail about PCSOs and their numbers etc. Cllr Ellis commented that police resources are needed more elsewhere and although there are some minor issues that Chestfield may like police support with, they probably won’t get it.

81. **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. This is attached as an appendix to these Minutes.

82. **ADJOURNMENT OF THE MEETING -**

The Chairman advised that there was now an opportunity to adjourn the meeting for questions from residents. This is the only opportunity during the meeting for residents to speak. The period for public participation will last no longer than 10 minutes. Cllr Bailey explained that any person speaking during the adjournment may do so (uninterrupted) for no longer than three minutes. A bell would be sounded to signify the end of the three minutes.

He explained that during the adjournment all recording devices must be turned off.

There were no questions or comments from anyone present.

The meeting continued.

83. **CCC Cllr Jenny Samper**

Canterbury City Councillor, Cllr Samper explained that Chestfield Parish Council meetings usually clash with her attending the East Kent Housing meetings so the change of date tonight meant she was able to attend. She commented that the meeting had already touched on items like the Reeves Way lorry parking issue, and earlier Minutes have already noted the inclusion of Grasmere Pasture in the Canterbury District Local Plan going forward. She confirmed that the outline application for it is still being talked about. She confirmed that CCC Planning and Enforcement teams are looking at a case in Radfall Ride currently.

Cllr Samper also confirmed that she is sitting on the Community Governance Review Panel. This considers creating town councils for the urban areas; she commented that it will be interesting to hear what people have to say.

Cllr Samper mentioned that there had been an altercation in Whitstable over Oyster racks, now resolved, and another around the Oyster Festival which went quite well, and where stalls were ‘caged’ for safety reasons.

Cllr Samper confirmed that CCC is still dealing with the Share and Coulter site in Greenhill, and possibly looking to de-list the building. Cllr Breal confirmed at this point that the building and site has been for sale for about two weeks now with an asking price of £350,000.

84. **PLANNING**

Current planning matters and planning applications are contained in Appendix 2 of Cllrs meeting paperwork - that had been previously circulated to all cllrs. Decisions reached and latest information is now attached as Appendix 2 to these minutes.

CCC Community Governance Review

CCC's Community Governance Review will look at the current parish council arrangements. The review could decide to change current parish boundaries, change the number of parish councillors or to merge, abolish or create new parish or town councils.

The parish council formally resolved at their 10 July 2017 parish council meeting to make a request that CCC change the Chestfield boundary to include Grasmere Pasture in future (with effect from the May 2019 parish council elections).

The Clerk has run an article in the September magazine to advise residents and urge them to give their own views to CCC. NOTED that, as per that resolution at the 10 July 2017 parish council meeting, the Clerk uploaded an initial response to meet the first 14 July 2017 CCC deadline, and then again for the subsequent round of public consultation the following response was uploaded to CCC's consultation website on 28 August 2017:

- Chestfield Parish Council would still like to exist as a parish council and with the same number of parish councillors as now (nine).
- Cllrs discussed possible changes to the parish boundary. There is a parcel of land adjacent to the current boundary known as Grasmere Pasture (and subject to the current undetermined outline application CA/17/00469/OUT).
- Residents of Chestfield and adjacent Whitstable properties do already feel that Grasmere Pasture is connected to the village, and that Chestfield Parish Council has been as involved as far as they possibly could be in the planning process around it. Residents of Chestfield and Grasmere Road wanted the parish council to be involved as much as they could.
- Cllrs RESOLVED that CCC be requested to change the Chestfield boundary to include Grasmere Pasture in future (with effect from the May 2019 parish council elections) – whether built on or not.
- If built on Cllrs felt that it would encourage new people to feel connected to Chestfield.
- Reeves Way is in the parish, so it makes sense to include Grasmere Pasture.
- Additionally, the parish council felt that it makes sense to include The Brook and the drainage channels as they are shared on the boundary currently.

NOTED that the next meeting of KALC on 26 September 2017 is dedicated to the CCC Governance Review. Cllr Brealy and the Clerk will attend and report back. Then the next step is a meeting, post-public consultation, with the cross-party CCC working group on 10 October 2017. Cllrs Gibson, Todd and Rabey and the Clerk will attend and report back.

The Sturry Relief Road

Background information had been circulated around the strategic housing sites and new homes giving rise to increased traffic and the need for a Sturry Relief Road. View the relief road proposals: www.kent.gov.uk/sturrylinkroad . All councillors agreed that Chestfield Parish Council should make comments on the Sturry Relief Road as per the draft response the Clerk had put together and previously circulated. The full details are included in Appendix 2 to these Minutes.

KCC PROW Improvements Stakeholder survey

The KCC Public Rights of Way and Access Service is reviewing its Rights of Way Improvement Plan which will be consulted on in late 2017/early 2018. (This is a private stakeholder survey for Parish Councils only who were asked not to circulate it to residents at this stage.) The Plan will cover how Rights of Way are used and what changes are required to meet the needs of Kent's residents and visitors over the next 10 years. Parish Councils are invited to complete a detailed stakeholder survey, to help guide the Plan. The Clerk has circulated a draft response which she will now send off by the deadline date of 17 September 2017

85. **FINANCIAL MATTERS**

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

CIRCULATED to all councillors for information, finance reporting to the end of Quarter One (period 1 April 2017 to 30 June 2017).

NOTE that on 15 July 2017 the Clerk completed a VAT refund claim for the period 01 December 2016 to 30 June 2017 totalling £794.84, which was subsequently paid by BACS on 3 August 2017. NOTED the Internal Auditor's report for the internal audit undertaken on 10 July 2017. There are no areas for concern.

Circular walk footpath 'one-off' cut - A section of the circular walk falls on Grasmere Pasture from Grasmere Road. Grasmere Road is the parish boundary and the pasture is not part of the parish but as the parish council promote the circular walk the council resolved by email between meetings to ask the contractor to cut the overgrown footpath back as a one off additional piece of work. The parish councillors also resolved to minute that work to the footpath is not to be viewed as a precedent for any other works outside the parish, and that it is a gesture of goodwill.

NOTED that the Clerk has booked to attend the KALC Clerk Annual Conference on 14 September 2017 at Canterbury Cricket Club, at a cost of £72.00 including a half-day workshop for advanced Clerks in the afternoon. And the Chairman has booked to attend a separate Chairman's conference too.

NOTED that the Clerk has added the new Noticeboard at the play park to the Fixed Asset Register and the parish council's insurance cover. The noticeboard will be added under the All Risks section free of charge for the remainder of this policy year, and will increase the renewal premium by £7.50 plus IPT. NOTED that the Clerk is to attend a precept briefing session at CCC offices on 7 September 2017 in preparation for the precept budget setting for 2018-2019.

Application for a Community Grant

NOTED an application for a community grant of £50 was received from The Green Leas Road Fund Forum on 17 July 2017, towards costs of a community BBQ event on 20 August 2017. As there was no parish council meeting in August 2017, there was no opportunity to advertise this on an agenda and in view of the event date and the fact that the parish council do not consider retrospective funding for grants, there was a need for a delegated decision. The parish council has recently been minded to remind residents of the grant and is running a magazine article in the September magazine to promote other groups applying for similar grants. The parish council has authority under its financial regulations to make a decision between meetings for the small amount of £50. All Cllrs supported the application in writing by email and the cheque for £50 was approved.

Annual Return year ended 31 March 2017

NOTED that on 20 July 2017, PKF Littlejohn LLP returned the annual return fully concluded with no actions required.

The Clerk prepared the "Notice of conclusion of audit" notice which was posted in the village on 01 August 2017. This is also on the parish council website as a statutory requirement to do so, along with the annual return pages, for minimum published period of not less than 5 years.

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

The Clerk explained that she had heard from the Kent Highways officer with five quotes for the replacement tree, hedge and fencing to progress this project. The minimum costs for the project are £10,700. Cllr Brealy proposed, Cllr Chapman seconded and all councillors indicated with a show of hands that they were in favour that £2,500 be Chestfield parish council's financial contribution for the replacement tree and hedge planting project.

The Clerk will liaise with KHS and advise residents of Fern Close.

Quotes for Christmas Carols event banner across the St Joseph Church frontage

Prices sourced: printed in full colour depending on size: 8ft by 2ft is £80 and 10ft by 2ft is £100. Artwork: can be designed by the parish council or designed for the parish council at an additional cost of £25. The banner can have the date area in removable vinyl so it can be changed in future years. Cllr Bailey proposed, Cllr Chapman seconded and all councillors indicated with a show of hands that they were in favour to order a generic banner size 10 x 2, with artwork as designed by the parish council, and with a changeable date, and based on that to have the date at bottom right for easier future changing. Wording therefore to be: "Carols on the Green – All Welcome! Here from 7pm – Wednesday 20 December"

Annual thank you buffet for volunteers

Cllrs considered whether to offer a thank you buffet for volunteers again (using the Chairman's allowance). Previous events have been very successful. Cllr Bailey felt this should be for those who have helped the parish council. Last year there were two events in view of additional numbers of volunteers helping with the parish plan project that year. Two events caused a lot of confusion. All councillors indicated that they were in favour to pursue a single event in the New Year, with the venue to be the Chestfield cricket club, as residents seemed to prefer that. The Clerk will investigate dates etc and bring more details to the November parish council meeting.

A Remembrance wreath

The Chairman laid a wreath on behalf of Chestfield Parish Council at the Remembrance Service in November 2016 at St John's Church. He explained it had been a lovely service and he would like to do the same this year. He commented that for a grave of an un-named soldier in the graveyard, there may have been some progress on identifying who it belongs to. Cllr Todd proposed, Cllr Chapman seconded and all councillors indicated with a show of hands that they were in favour that a delegated authority be given to the Chairman to organise a wreath on behalf of the parish council.

Advertising rates for the next year for the advertisers' renewal

Cllr Todd declared an interest in this item as he is an advertiser and took no part in the discussion. The Clerk explained she is about to undertake the annual exercise again, offering advertisers the option to renew for the next 4 editions (December 2017, then March, June and September 2018) Changes to artwork and advert size are carried out by the Clerk free of charge. The magazine is also uploaded to the website each quarter. The Clerk explained that in 2016-2017 the costs of magazine production were £2725 and income from advertisers was £3405. With that information, Cllr Rabey proposed, Cllr Gibson seconded and all councillors indicated (Cllr Todd abstained) with a show of hands that they were in favour that advertisement rates remain as they are for the forthcoming year.

Potential for a village clock or a "Timeline" permanent outdoor display

Cllr Ellis lead this item on whether to explore further either one, or both, of the following ideas – with the Chestfield Society to lead: A village clock and /or A Chestfield Village "Timeline" back to 3000BC, as an illustrated, mounted, permanent outdoor display.

(This item had been deferred from the 10 July 2017 meeting when it had been tentatively discussed). Cllr Ellis explained that George Reeves had secured a clock historically for the residents of Hales Place and wanted one at The Barn tea room, with the idea to create a centre piece for the village.

Cllr Ellis explained that some Chestfield History Society members are encouraging a reconstruction of the clock but costs may be around £10k. A more modest exercise has also been undertaken by a History Society member, with the putting together of a time line of the village, going back 5,000 years. Cllr Ellis advised that the History Society had not yet taken a decision on their preferred option, and nor had he as one of its members.

The timeline is being printed in full colour on six pages in the History Society's book. Cllr Ellis will email this latest version to the parish councillors and clerk.

These could be advertised on six panels in the village too? Cllr Rabey reminded everyone that at the last meeting it had been suggested that the boards of the timeline could circle the play area as mural panels, once the play area is refurbished in 2018? Cllr Bailey felt this could act as a learning tool and perhaps be in washable Perspex.

Cllr Todd summed up that the parish councillors liked the idea of a timeline rather than a clock.

Cllr Ellis will bring more information and costs and a firmer proposal to the November 2017 parish council meeting.

Cllr Ellis asked for a collated reply be sent to him from the Clerk, to forward to the History Society. The Clerk cautioned this in principle support that anything would be subject to CCC agreement for any provision at the refurbished play park

86. **AUTHORISATION OF ACCOUNTS**

The Clerk presented finance sheets detailing the cheque payments totalling £7,143.97, together with items listed on an additional sheet totalling £3,517.78.

87. **ANNUAL KHS SEMINAR** – NOTED the invitation to the Kent Highways annual seminar on 17 October 2017 at Dover. The Clerk and Cllr Rabey and Todd will book to attend and report back.
88. **CLERK'S REPORT** – This was circulated prior to the meeting; most items from it are updated elsewhere in these Minutes.
89. **Kent Association of Local Councils - KALC** – RECEIVED the Minutes of the Canterbury area committee AGM held in July 2017.

90. **COMMUNITY RIGHT TO BID**

(CRTB legislation came in as part of the Localism Act. It means that the parish council may look to getting assets of community value in the village added to a register of assets, held by Canterbury City Council, whereby if there is any notice of their disposal or sale, the parish council be notified and the parish council/community then have a limited amount of time to raise finance and have a right to bid to buy the asset before it can be sold on the open market. If any assets are successfully added to the register, this gives a right to bid on an asset – but not a right to buy.

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

Chestfield Parish Council consider that the CRTB legislation links to the result of the village survey – where residents value the village assets and would probably rather have the various assets retained as a community assets than be sold off for development. Chestfield Parish Council has recently considering nominating assets in the village. The Clerk explained she has been exploring this project further: and gave the following updates:

The Women's Institute Hall - The Clerk contacted the WI in July 2017 as a courtesy prior to putting in any application. The Clerk offered to attend the WI committee meeting to be held in September 2017 to explain to the full committee. No application has as yet been submitted.

The Chestfield Golf Course or The Barn public house - Initially, the Clerk did not believe that the golf club or The Barn would meet the criteria as a community asset as it is a commercial private business. This had therefore been considered and dismissed earlier.

However, the Clerk sought some legal advice from a Solicitor and in fact either premises could be considered after all and an application made – but *the considerations before any application would be around the issue of affordability of bidding and buying and if the parish council/community could afford to actually do so (and raise the finance in the timeframe); and the disruption to a sale that the parish council could cause if a CRTB application is submitted. However the solicitor explained that a Business Plan does not have to be considered prior to any CRTB application being submitted.*

Cllr Rabey commented that he had heard a programme on Radio 4 devoted to a similar topic and he queried if the golf club is a community asset as people have to both pay to use it and pay to be a member. It may not meet the criteria. Cllr Ellis and Cllr Rabey both felt that there are other possible ways of joint working with other assets in the village, separate to Community Right to Bid procedures.

The telephone exchange at junction of Molehill Road - Section 88 definition of the land of community value has a two-stage test and the property must be (or in the recent past been) used for a purpose which furthers social well-being and will/could continue to do so. The BT site could not be listed as it has never been used for such a purpose. The fact that it could be in the future is irrelevant. With that information, Cllr Todd proposed, Cllr Gibson seconded and all councillors indicated with a show of hands that they were in favour therefore to discount this as a possible CRTB asset and not to bother making an application.

Former Serco shed - The Clerk made enquiries with CCC Property Services about the former Serco shed. There is definitely asbestos in the roof which is made of asbestos cement corrugated sheeting. The shed is no longer anything to do with Serco. It comes under the management of CCC Estates department. It is technically nothing to do with the park now – it is rented to an artist for storage. As with the telephone exchange, it is unlikely that this satisfies Section 88 of the CRTB legislation as having/had a purpose for social well being. With that information, Cllr Bailey proposed, Cllr Gibson

seconded and all councillors indicated with a show of hands that they were in favour to discount this as a possible CRTB asset and not to bother making an application. (Cllr Todd asked city councillor Jenny Samper present at the meeting if there was anything that could be done about the asbestos, but she felt no, and that it should be okay as long as it was not disturbed.)

Radfall Recreation Ground and Chestfield Road Play Park - The Clerk explained she had spoken to a senior officer in CCC and advised that the parish council would like to submit a CRTB application for the recreation ground and play park in Chestfield. The officer explained that there are no plans for their disposal but that that should not put off the parish council from making an application. To do so would also not jeopardise the relationship the parish council has with CCC.

Cllr Brealy proposed, Cllr Chapman seconded and all councillors indicated with a show of hands that they were in favour that an application for the Radfall recreation ground in Chestfield be submitted as a 'test application' and to reconsider the other assets from information and lessons learned from this one.

91.

CURRENT PROJECTS

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

The Clerk received a letter from a lady resident of Chestfield with several health issues and disabilities. She has a wheelchair and struggles to get on the bus as there are no built up kerbs to help wheel chair users. The Roadside Infrastructure Manager of Stagecoach advised Kent County Council Highways is responsible for bus infrastructure on the highway. There is a limited programme in place to improve accessibility at bus stops, but the current programme does not include Chestfield. KCC's funding for this work is very limited.

If the Parish Council has funds available and is open to using it for these kinds of works, Stagecoach will be happy to develop suitable proposals (although unable to contribute to the cost themselves). Cllr Rabey, and the Clerk have met the Stagecoach rep. The Clerk and Stagecoach manager then walked the length of Chestfield Road to look at all the stops along the No 5 route through Chestfield from Maydowns Road to Dukeswood. All the stops were all examined and written up by the Clerk and a separate report circulated to all councillors as part of the 4 September meeting paperwork. This is broken down into possible phased projects with the two stops at Maydowns Road (used by the disabled resident) suggested as Phase 1.

Bus stops where the kerb height is at least 125mm are actually compliant with the accessibility regulations without the need for a raised kerb, as this allows the on-bus wheelchair ramp to be deployed at an acceptable gradient.

The parish councillors discussed this item. There was some concern about spending funding when the upgrade programme strictly is down to Kent Highways. The Clerk suggested that KCC Cllr Simmonds may wish to donate a small contribution from his Member Grant. But, the parish council funding is immediate and responds to village survey requests and an immediate resident's needs. Cllr Bailey commented that we have done match funding initiatives in the past. Cllr Samper commented that the parish councils can spend their precept on whatever they want. Cllr Baily proposed, Cllr Gibson seconded and all councillors indicated with a show of hands that they were in favour that the Clerk progress Phase 1 of her detailed report for the two stops at Maydowns Road end of Chestfield Road. This should include exploring the installation of a new bus shelter and yellow road markings. The Clerk advised that the current bus shelter is actually positioned the wrong way round and cannot be re-used as the end panel would be the wrong side. The Clerk also advised she would consult with the immediate households either side of the road too.

Community Planters for bottom of Chestfield Road at Maydowns Road rose bed garden

At the 10 July 2017 meeting, the parish council resolved that the Clerk should explore further the possibility of new community planters at the Maydowns Road rose bed area. Volunteers at that end of Chestfield Road said they would be prepared to water any new planters. The Clerk believed this land to be owned by CCC and wrote to them to ask for permission. However, CCC confirmed the land is owned by Kent Highways. The parish councillors discussed possible alternatives such as hanging baskets on any new bus shelter, land in Maydowns Road if their residents association were agreeable, or exploring permission with Kent Highways for the rose bed land – but siting would be problematic. They decided to "park" the project at present. The Clerk will let the volunteers know.

Improvements to footpath on Circular walk

The circular walk section at the bottom of the golf course path gets very muddy and can be impassable at times. The Golf Club committee are happy that the parish council explore and pay for improvements. The Clerk checked with the Kent County Council Public Rights of Way manager and officers there confirmed they would be happy for the path improvements to be carried out. The Clerk has also liaised with the Shrub Hill Road residents association as access will be required and their road is an unadopted one.

The Clerk met with contractors and sought three quotes. She explained that the option of Decking would be in the region of £10,500 plus – and had been discounted as an option as it will not have a long life span and is twice the price of a hard stone footpath. So tenders have been sought to lay a footpath, approximately 70 metres long and 1.1 meters wide.

The Clerk answered Cllrs questions on TENDER 1, 2 and 3. Cllr Baily proposed, Cllr Gibson seconded and all councillors indicated with a show of hands that they were in favour of Tender No 3 totalling £3,200 be awarded. The Clerk will progress this project.

92. **ENVIRONMENT**

Verge outside the Telephone Exchange in Molehill Road.

The area around the telephone exchange at the junction of Molehill Road with Chestfield Road is unkempt. Cllr Brealy explained that the ditch outside the gate also still needs clearing and there is a door that has been fly tipped. Cllr Brealy will pursue this.

93. **ACTION PLAN ITEMS**

The Action Plan will continue to be progressed. Items have lead Cllrs or Clerk to progress them. The Clerk reminded councillors to get items on future agendas for discussions and decisions.

94. **CONFIDENTIAL ITEM: Staffing Matters**

A confidential discussion was held after the public had left to discuss staffing matters. This year, the Clerk has been working consistently more hours than she is contracted for. It was RESOLVED that she may be paid for overtime for specific work items, agreed in advance by the Chairman, and a detailed record kept for the internal auditor, and with a review to this arrangement should one become necessary.

The meeting closed at 9.45p.m.

Signed: Date:
Chairman

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

NEIGHBOURHOOD WATCH REPORT 04 SEPTEMBER 2017

APPENDIX 1

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| <p>Neighbourhood Watch Update for PC Meeting 4 Sept 2017</p> <ol style="list-style-type: none"> 1. The following crimes have been reported to Coordinators via the police messaging service: <ol style="list-style-type: none"> a. RADFALL ROAD - keys removed from a cupboard within the house and a vehicle stolen. The vehicle was used to commit crimes in Shooters Hill Road, SE3 and Co-Op in Field Lane, Bexleyheath, two males have entered the store and stolen wine. b. Between 10:00 and 11:00 on 12th July 2017 a van was broken into whilst the owner was working at Sainsbury’s, Whitstable. An ipad and tools were stolen. Crime prevention – don’t leave items of value on view in your vehicle. 2. Scams during the past few weeks:- None reported. 3. General warnings have been issued to NHW in the area by the police, the National Fraud Intelligence Bureau and/or other trusted sources over the last month:- <ol style="list-style-type: none"> a. Trading Standards has received reports of a company knocking on doors in the Ashford area and using high pressure sales techniques to convince residents into buying expensive mobility products. |
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Some residents who agreed to the purchase found that goods did not arrive at all whilst others found they the product was not suitable for their needs. For advice on what to do if you or someone you know has been pressured into buying a product visit [Citizens Advice](#) or telephone them on **03454 04 05 06**.

- b. Toothpick crossbows are the latest product raising serious safety concerns after causing serious injury to a child in China. Small enough to fit in the hand of a child, the crossbow can be made of wood, plastic or metal and fires a sharp missile. Reports and images show missiles fired from these types of crossbows being used to pierce an apple or a drinks can and therefore they are unlikely to be safe. There is particular concern as they are being sold as toys by some online retailers and they pose an extreme risk to children. If you see any of these items for sale in Kent please report it to Trading Standards.
 - c. A Kent resident received an email which appeared to be from their builder requesting the next instalment. The email requested £18,000 to be paid into a new bank account. The resident only found out it was a scam when their builder told them they hadn't sent the email and hadn't changed their bank account. Be wary of emails asking for payment even if they are from someone you know. Contact the emailer on a telephone number you know to be correct to find out if the email is genuine. **Always regularly update antivirus software on computers and laptops and change passwords regularly.** Visit kent.gov.uk/scams to find out how you can protect yourself and your family from online scams.
 - d. Trading Standards report that on Monday 21 Aug, a resident in Whitstable was approached by a very well-spoken man delivering leaflets door to door offering driveway services. The resident agreed to have weeds removed and the seal applied to the block paving. After some of the work had been carried out the resident noticed they had started to take up sections of the block paving and the criminal was trying to persuade them into having new paving at an additional cost. **Accepting work from a doorstep criminal can result in paying much more than you intended for very poor, unnecessary and sometimes dangerous work.** If you require work done to your home get at least three quotes. For a list of Kent County Council approved traders visit Checkatrade.com or contact them on **0333 0146 190**.
 - e. **Kent Police have warned of the following scam.** A quite threatening recorded telephone message, purporting to be from Inland Revenue, states that action is being taken against the recipient, who is instructed to call 02031298297. That number is answered by someone who wants to take the recipient's name. Residents receiving such calls should not phone the number back but instead report it to call action fraud 03001232040 if concerned. The number is mentioned on the FCA website.
 - f. Kent Police is reminding people to keep their vehicles secure following a spate of thefts at various locations in the east of the county. There is typically an increase in vehicle crime during the summer months, which is partly due to people leaving windows or sunroofs open or forgetting to lock up. There were 10 thefts from vehicles reported in the Canterbury district overnight on Wednesday 23 August 2017.
 - g. KCC have received reports of scam phone calls from people claiming to work for HM Revenue and Customs (HMRC). The caller attempts to trick residents by claiming they owe large amounts of money to HMRC. They insist if the money is not paid, the police will be involved. Please be aware that these calls are NOT being made by HMRC. Do not disclose any personal information such as bank details or date of birth, no matter who the person claims to be.
4. Good News Stories
- a. Three men arrested and medical equipment seized in search. Officers investigating the theft of medical equipment have arrested three men in a series of early-morning warrants. Searches were carried out in four areas of Canterbury; Herne Bay, Hoath, Seasalter and Chislet Business Park on Friday 11 August 2017. Officers from the Kent and Essex Serious Crime Directorate recovered tens of thousands of pounds worth of equipment.

Matters arising TO NOTE – Appendix re bus stop provision at Radfall Ride:

Answers to queries re the provision of new bus stops at the bottom of Radfall Hill / Radfall Ride
The Clerk reported the provision of the new bus stops and raised elements at Radfall Ride at the 10 April

2017 parish council meeting. Chestfield Parish Council raised concerns about road safety for both drivers and pedestrians, as well as residents of Radfall Ride, and the use of the stops by disabled people in wheelchairs.

The Clerk met the Stagecoach Infrastructure manager on 04 August 2017 and inspected the new stops in this area. Parish Councillors comments were discussed. The Stagecoach manager explained that the stops at Radfall Ride had been long established unmarked "custom" stopping points, which KCC upgraded to marked stops following a member of the public request. The positions of the marked stops do not substantially alter the position of where the bus actually stops.

FOR INFORMATION: The manager provided the following responses to the parish council's questions:

Q. The yellow marked bus stop adjacent to Radfall Ride actually obstructs the entrance to Radfall Ride?

A: This had been an unmarked stopping place for years, and the back of the bus previously overhung the entrance to Radfall Ride if it stopped there (which was/is not that often). The yellow box, normally placed to deter obstruction of the stop by parked vehicles, was provided primarily to alert motorists to the presence of the bus stop. It needs to be long enough for the bus to fit in it, which it is.

Q. The bus stop on the opposite side of the road is just after a fairly tight bend. A stopped bus obstructs forward vision around a bus and could be dangerous for both vehicle drivers and pedestrian passengers - Anyone getting off the bus the bus would not be seen by drivers following the bus and would be in danger of being hit whichever end of the bus they choose to walk from to cross the road, because there is no pavement or safe walkway leading up the hill to a safer crossing point:

A: The location of the bus stop was subject to an independent safety assessment before installation was agreed. It is situated in a road with a 30mph speed limit. Buses have been stopping here for a number of years, and without any reported incidents. People alighting from the bus should, of course, wait until the bus has left before attempting to cross the road (as recommended in the Highway Code) and motorists should not attempt to overtake the stationary bus if they cannot see around it (Again, as per the Highway Code).

Q. The locations were probably chosen for the convenience of local residents rather than with any thought to road safety.

A: Yes, of course they were chosen with convenience for local residents in mind. KCC commissioned an independent safety assessment before proceeding with the work, so the safety implications were fully taken into account. They would not have proceeded with the work if the safety assessment had flagged up any issues.

Q. The stop adjacent to Radfall Ride perhaps should have been positioned on the straighter section closer to the bridge where it does not obstruct the entrance to Radfall Ride. The other one perhaps should have been made further up the hill away from the bend.

A: There is no pavement access to either location from Radfall Ride so bus users would have to walk in the road to reach them, which would definitely be a safety issue. The alternative would have been for KCC to construct substantial lengths of pavement, which would have been costly.

Q. Unfortunately the bus stops are almost impossible to reach if you are a wheelchair user without totally using the road. Although there is a footpath to the left if travelling towards Canterbury there is a gated barrier and the footpath that precedes the underpass is too small for a wheelchair.

A: The bus stop is intended to serve the area around Radfall Ride and the surrounding houses. It is not intended to serve the southern end of Chestfield itself, so it is highly unlikely that anyone would walk to Radfall Ride when there are bus stops in Chestfield (at Cherry Orchard). The gated barrier does not interfere with access from Radfall Ride. Both the stops have drop kerbs to enable wheelchair users to cross the road.

ACTIONS from Stagecoach meeting:

The stop on the Whitstable-bound side could do with a second drop kerb so that a wheelchair user from Radfall Ride can get to the pavement without having to use the roadway.

The Stagecoach manager agreed to raise this and request a second drop kerb (and mention the condition of the drop kerb on the Canterbury-bound side which is covered with vegetation debris) with KCC Highways.

Canterbury District Local Plan ADOPTION

Canterbury City Council adopted the Canterbury District Local Plan on Thursday 13th July 2017. This replaces the Canterbury District Local Plan (Adopted July 2006) and saved policies. The Local Plan will complement the Herne Bay Area Action Plan (HBAAP) (Adopted April 2010). The Local Plan, Proposals Maps, Adoption Statement and Sustainability Appraisal (incorporating the Strategic Environmental Assessment) and also the HBAAP can be viewed at <https://www.canterbury.gov.uk/localplan>

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

The Sturry Relief Road

Background information circulated: The strategic housing in the CDLP at Sturry and Broad Oak are to have separate outline planning applications by Christmas 2017. Housing numbers to be in the region of 450 and 700 for each site respectively. There will also be extra homes at the Hersden strategic development and the recent permission granted for 275 houses for the non-strategic site at the Hoplands Farm site at Westbere (CA/16/00404). There is also extra traffic from the Herne Bay and Herne developments too. KCC identified that the Sturry/Broad Oak developments could not be supported without the relief road. The route is fixed around the constraints of the development site. The road needs to go over the River Stour tributaries twice, with viaducts across the floodplain (a 300m long structure). The proposal is for 3 lanes – one for traffic in each direction – and a third lane to be a bus lane for buses travelling in the Canterbury direction (to combat morning rush hour into the City).

Following public consultation period, it is anticipated that the application for the whole relief road should be submitted by KCC in September / October 2017. The three applications – i) Sturry development ii) Broad Oak development and iii) And the third application for the Sturry relief road will go to CCC (as the planning authority) – CCC will consider all three applications collectively as they are interdependent.

View the relief road proposals: www.kent.gov.uk/sturrylinkroad

All councillors agreed that Chestfield Parish Council should make the following comments on the Sturry Relief Road:

In light of all the planned new housing development around Sturry, Broad Oak, Hersden, Westbere and further afield at Herne and Herne Bay, the provision of the Sturry Relief Road is one of the most important things to get right for future generations.

The underlying aim with any proposals for easing traffic congestion in the areas of Sturry, Broad Oak, and all along the A28 and the A291 *should be to keep the traffic moving.*

3 lanes on the bridge viaduct

The third lane currently proposed as the bus lane is important. It gives flexibility for other future use and it is important to include it now for future flexibility and for current cost considerations. It is understood that it adds around £1m now to add it during initial construction as opposed to around £15m to try and add it at a later date.

Three lanes on the viaduct is essential. Chestfield Parish Council cannot stress enough the importance of building 3 lanes to provide future flexibility and in case of any vehicle breakdowns. Ideally, this is the time to build four lanes, to truly future-proof the bridge. To expand at a later date will be cost prohibitive.

Bus stops along the link road

It appears that the bus stops are within the main carriageway in the new Sturry/Broad Oak developments. It would be better if these stops were cut-ins inset stops not on the main carriageway – to enable the traffic to continue to flow.

Cycles and Pedestrians

Cyclists and pedestrians also need carefully thought out and considered provision.

Options 1, 2 and 3 for the level crossing junction

It is difficult to see how any of the options presented will work truly effectively, given the constraints of the width of the road and the traffic parked along Island Road near the Sturry level crossing.

Chestfield Parish Council feels that the solution here needs to concentrate on the vehicles coming from the Thanet direction – as those travelling from Herne Bay direction will use the new link road through the new estates.

Whichever Option becomes the preferred option going forward, the new traffic lights need to be co-ordinated with the train indicator lights – and will only work with this co-ordinated dialogue.

New Applications

16	CA/17/01676/LUP - 2 Beechcroft, Chestfield, CT5 3QF Application for lawful development certificate for proposed conversion of garage to additional accommodation.	The parish council has no comments.
17	CA/17/01722/FUL - Woodside Wood, Radfall Ride, Chestfield Proposed additional use of woodland for the purpose of a Forest School educational facility, including retrospective use of land for the siting of a mobile unit for use ancillary to the Forest School, and siting of mobile WC trailer. <i>Re-submission.</i>	Following a site meeting with the agent, applicant and two associates with Cllr Brealy, Cllr Ellis and the Clerk a response was prepared by the Clerk, and endorsed by councillors. The Clerk uploaded the reply on 9 August 2017 to meet the 18 August deadline. The response highlights several parish council concerns but not a formal objection. The full response may be viewed on the CC Planning portal. The Clerk has dealt with several residents enquiries about this application also.
18	CA/17/01707/FUL 24 The Russets, Chestfield, CT5 3QG Proposed rear/side extension and replace existing boundary fence with brick wall.	The parish council has no comments.
19	CA/17/01830 Chestfield House Nursing Home, Ridgeway, Chestfield, CT5 3JT Tree works: TPO, No.4 1969 – Fell 2 Poplar, 1 Willow and 1 Cypress.	The parish council has no comments. The application form from the care home says: trees to be felled “because neighbour is complaining his driveway, garage are being obstructed. The tree roots are coming out of the driveway, damaging the driveway and the garage. We will replace with six trees subject to advice given by the council. We are providing photographs of the damage to the garage and driveway. The neighbour had the council in to inspect the trees around two years ago and he verbally confirmed to the applicant that the council advised to remove the trees.”

20	CA/17/01836/FUL - 96 Chestfield Road, Chestfield, CT5 3LR Proposed two-storey side and single-storey rear extensions following demolition of existing.	The parish council has no comments.
21	CA/17/01965/FUL - 5 Cherry Orchard, Chestfield, CT5 3NQ Proposed single-storey timber and double glazed garden room.	The parish council has no comments.

Notifications

CA/17/01119/FUL - 80 Chestfield Road Proposed single-storey rear extension.	GRANTED by CCC
CA/17/01231/FUL - Woodway, Broomfield Gate, Chestfield, CT5 3ES Proposed detached single-storey double bay car barn.	GRANTED by CCC
CA/17/01318/FUL - 37 Grasmere Road, Chestfield, CT5 3NA Proposed front, side and rear extensions with external alterations.	GRANTED by CCC
CA/17/01402/FUL - Becketts Croft, 7 Grasmere Road, Chestfield, CT5 3LY Proposed carport and garden store together with formation of access.	GRANTED by CCC
CA/17/00513/FUL - 20 Old Fold, Chestfield, CT5 3NL Change of use of log cabin in garden of main property to holiday let.	Granted by CCC

Enforcement

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

There is no update on the recently opened Enforcement case concerning potentially unauthorised ground works at the Whitstable Rugby Football Club. The Clerk, on receipt of reports from residents, had reported this and there are ongoing enquiries through CCC Enforcement team, CCC Property Services and Kent County Council's Public Rights of Way team.