

**CHESTFIELD PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 14 MAY 2018**

Present: Parish Cllr Steve Bailey (Chairman)
Parish Cllr Chris Brealy (Vice Chairman)
Parish Cllr Tricia Chapman
Parish Cllr Anne Loder
Parish Cllr David Fitzpatrick
Parish Cllr Bob Todd
Parish Cllr Pat Gibson
Parish Cllr Chris Ellis
Parish Cllr Lorraine East (co-opted at the meeting)
Canterbury City Cllr Jenny Samper (for part of the meeting)
Amanda Sparkes, Clerk to the Council

No residents

1. ELECTION OF CHAIRMAN for 2018-2019

This is the annual meeting of the parish council. The first item of business is to elect a Chairman for the forthcoming year. Cllr Ellis proposed and Cllr Brealy seconded that Cllr Bailey be re-elected as Chairman. There were no other nominations. Cllr Bailey accepted the position and signed the Acceptance of Office form.

2. ELECTION OF VICE CHAIRMAN for 2018-2019

Cllr Gibson proposed and Cllr Chapman seconded that Cllr Brealy be re-elected as Vice Chairman. There were no other nominations. Cllr Brealy accepted the position.

3. CO-OPTION TO THE VACANCY

Resident Lorraine East presented herself for consideration for the vacancy. Lorraine read a short paragraph about herself as follows: "I have been married for 27 years to Ian and have 3 daughters Jade 24, Megan 20 and Freya 16. I have lived in Chestfield 11 years since moving from Twyford just outside Henley-on-Thames. I started at St Mary's Catholic Primary School as a member of their PFA team fundraising for the school. Not long after, I became their ICT Technician and have been doing this for 10 years now. I love yoga, it's great for the mind, body and soul. My other hobbies include gardening and walking. Chestfield is a beautiful place to live and I take pride as do others in the way it looks and feel very passionate about changing things for the better. A recent project I got involved in with Amanda were the trees on Fern Close. Although I felt very sad to lose these lovely longstanding trees, they were not looking their best and change was needed. The new trees and hedges are looking good and have tidied up the look of the park."

Cllr Loder proposed and Cllr Ellis seconded and all councillors indicated that Mrs East should be co-opted to the vacancy. Cllr East therefore signed the Acceptance of Office form.

4. CHAIRMAN'S WELCOME

Cllr Bailey welcomed everyone to the meeting. There were no apologies for absence. The Clerk ran through the usual hospitality items for the venue.

Cllr Bailey explained that the parish council had received two thank you cards from residents since the last meeting – one to thank the council for the grounds maintenance work – and one for the new raised kerbs and bus shelter project.

5. MEMBERS' INTERESTS – Cllr Bailey explained he had an interest in the Love Peace and Reggae event item due to the proximity of his home.

Cllr Chapman reminded everyone that she had an interest if Grasmere Pasture is mentioned at any point in the meeting.

6. CLLRS' RESPONSIBILITIES FOR 2018-2019

The table of areas of responsibilities had been given to all parish councillors. Cllr Bailey asked all councillors to look at the list and let the Clerk know by 31 May 2018 where they can and wish to help.

There is a gap for police liaison in particular. Cllr Todd expressed a tentative interest in this.

7. **ANNUAL SUBSCRIPTIONS**

Cllr Chapman proposed and Cllr Breally seconded and it was RESOLVED to renew annual subscriptions for 2018-2019 for the Kent Association of Local Councils; The Society of Local Council Clerks; Campaign for the Protection of Rural England; and Action for Communities in Rural Kent. Budget provision had already been made for these.

8. **MINUTES OF ANNUAL ELECTORS MEETING HELD 19 MARCH 2018**

The Annual Electors' meeting Minutes were received and circulated. These Minutes are approved at the Annual Electors' Meeting to be held in 2019.

9. **QUIZ in aid of CRUSE Bereavement Care**

Cllr Bailey advised there will be a social quiz with proceeds to be given to CRUSE. This is to be held on Friday 1 June 2018 at the Chestfield Cricket Club. There is only one table left. Cllr Gibson is kindly arranging the buying of food again, and she, Cllr Loder and the Clerk and a resident will arrange the catering on the day. Cllr Bailey explained that he has been compere to some local quizzes recently and with the donated fee he has been buying prizes to donate. Cllr Chapman and the Clerk also offered to donate something as a prize. The Clerk will purchase 8 bottles of wine as the winners' prize for the event.

10. **MINUTES OF THE MEETING HELD ON 12 MARCH 2018**

Cllr Chapman proposed and Cllr Loder seconded and all Cllrs were happy that the Minutes be accepted as a true record of the meeting and the Chairman duly signed them at the meeting.

11. **UPDATES on now Closed Actions since the last meeting:**

NOTED completion of the two raised kerbs and new bus shelter at the Maydowns Road Chestfield Road stops.

Dog fouling initiative in the Birkdale Close area of 'please pick up after' notices

Cllr Gibson continues to stick small notices next to offending dog mess deposits and is also using the temporary biodegradable and fluorescent spray paint to highlight the dog messes too. Cllr Gibson commented that it is better to have the parish council logo on the signs and it shows that the parish council is trying to do something about dog mess. However dog owners will either pick up after their dog, or not. Cllr Gibson will continue with this trial initiative for a little longer.

Cllr Ellis apologised for a delay in progressing an action assigned to him – to look at a suitable location for the parish council to pay for and provide another bin in the Birkdale Close area, subject to Serco agreeing to empty it.

On another note, Cllr Bailey asked to record thanks to Serco for still emptying dog bins in the village on the bank holiday Monday.

Two wooden benches along the Fern Close perimeter at the play park

The new benches are now installed. Cllr East commented that they look lovely and are being used daily. The Clerk and Cllr Bailey will install plaques on them. Cllr Gibson proposed and Cllr Breally seconded and all councillors agreed that the plaques should be positioned on the back of the benches.

Upgrade of bin at junction Fern Close and The Ridgeway

CCC has agreed that the parish council may pay for the dog bin at the junction Fern Close with The Ridgeway (already on the emptying schedule) to be replaced with a bigger normal waste bin to take both types of waste. Cllrs discussed options and resolved a favoured style of bin now be ordered. The bin should have Litter *and* Dog Waste etched on it. Cllr Breally and the Chairman and Clerk will deal with putting down a suitable base for the new bin. The Clerk will liaise with CCC for its installation.

Chestfield Road play area upgrade

The city council has awarded the contract to the winning manufacturer and the installation will be ready for the summer holidays. There will be a shut period of around 4 weeks for the refurbishment. The winning design 'mock-up' will feature on the June magazine cover.

12. **POLICING** – There has been no contact from the PCSO covering the village’s PCSO maternity leave, or otherwise, and there was no police presence at the meeting. The parish council receives the rural roundup report and neighbourhood watch alert emails but liaison could be improved. Cllr Bailey offered to try and find a contact.

NEIGHBOURHOOD WATCH - NOTED an external meeting of the village Neighbourhood Watch Co-ordinators to be held on 17 May 2018 (to deal primarily with the new GDPR regulations) – and notes from that meeting to be shared with the parish council in due course.

LOVE PEACE and REGGAE EVENT

There have recently been flyers posted locally which are advertising an external “Love Peace & Reggae” two-day music event planned for the Whitstable Rugby Club grounds for the weekend of

4 and 5 August 2018.

Due to the close proximity of his property to the Rugby Club grounds, Cllr Bailey declared a pecuniary interest in this item and left the hall for the duration of the discussion.

The Clerk explained that there are details on Google and Kent OnLine. The company has been registered for around 6 months on Companies House. The Clerk had made enquiries with CCC Events and Licensing Officers.

An event licence will be required but an application for a Temporary Event Notice (TEN) is only required 5 working days prior to the event. The parish council cannot lodge a formal objection or complaint until the TEN is in place.

Tickets have been on sale since February 2018. The ticket policy is for no refunds. The CCC officer did suggest that the event could be a money-making scam in this regard?

The parish council has concerns about the unsuitability of the rugby club as the venue; with 499 people allowed there is a need for strict crowd control; car parking issues, illegal parking; possibility of controlling camping overnight; rubbish; anti-social behaviour and noise pollution.

Hours proposed are not known although it appears all-day events are proposed. Cllr Samper commented that if there is sufficient noise nuisance then the event is deemed a public nuisance.

The Clerk will send a letter in advance of a TEN application to both CCC and the Police.

The Clerk will make enquiries with the president of the Rugby Club to establish that they are aware of the event and have either approved it or are sponsoring it. There is a query around any sub-lease clause for the use of the rugby club ground too. The Clerk will make further enquiries with the CCC Member for Licensing after the CCC new councillor appointments are made on 16 May 2018.

13. **ADJOURNMENT OF THE MEETING** - As there were no residents present there was no adjournment. The surgery for residents prior to the meeting had been busy though. The meeting continued.

14. **CITY COUNCILLOR REPORT**

Canterbury City Cllr, Jenny Samper, gave updates for :

- i) The car wash that had popped up at the garage at the end of Maydowns Road/Chestfield Road the CCC Enforcement officer had visited. The Clerk explained that Kent County Council Highways officers also visited, twice, very promptly, and got the illegal signage on the old Thanet Way removed. Cllr Samper explained that there has been a tent erected for the issue of the spray – but this has not stopped the noise from the operation. The CCC Enforcement officer has given advice to the business to call in an acoustic expert for expert advice on measures to take to deaden the noise. Cllr Samper explained that the operation does not need a planning application for a change of use as it is a recognised use within their current Class Use and curtilage. But to continue, it will need a planning permission for the structure. This is awaited.
- ii) Woodside Wood planning application CA/18/00557 – Cllr Samper and Cllr Todd as the ward councillors agreed to attend a meeting called for by Radfall Ride residents about this application for a Forest School in Radfall Ride. The parish council recorded thanks to both ward councillors for agreeing to meet residents in this way. Cllr Samper commented that the city council as the planning authority are waiting on Natural England comments. Cllr Todd has agreed to represent residents at the planning committee meeting when it is to be determined and speak in objection to the application. (Chestfield parish council response is below in these Minutes under planning).

- iii) The Grasmere Pasture outline application CA/17/00469/OUT - There is no update on any development management committee meeting date to determine it yet. Cllr Samper commented that there is no real news on this application yet. KCC have said that they do not want a school built on the site.

15. **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.

CA/17/00469/OUT - Grasmere Gardens, Land South of The Ridgeway: Outline application for 300 dwellings, employment space; community hub etc. 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 objection letter is on the parish council website: <http://www.chestfieldpc.kentparishes.gov.uk/wp-content/uploads/2017/04/CA17-00469-OUT-PC-RESPONSE.pdf>

There is no update on any development management committee meeting date to determine it yet..

CCC Community Governance Review

CCC's Community Governance 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 *whether built on or not* (with effect from the May 2019 parish council elections).

CCC is recommending that Grasmere Pasture be incorporated into a revised Chestfield parish boundary. A report to CCC Committee is awaited. The Clerk will keep a watching brief.

Drainage Pond at the new Chestfield Farm development, "The Willows", The Drove

At previous meetings concern was raised to the previously existing pond/ new drainage pond at the new Chestfield Farm development "The Willows" in The Drove and its future maintenance - It should be kept as a sustainable drainage feature along with the one at the back of the new development site. The parish council felt that it needs this a restriction/caveat for any sale of the property/land. The Clerk was asked to contact Wedgewood Homes and ask for copies of clauses in the sales contract. The director confirmed on 12 July 2017 that "The proposed clause will be inserted as a covenant into the property transfer which will stay on the property title in perpetuity. Once we have a sale agreed on the property and have the contract and transfer, which will include the covenant, in an agreed form we will ensure that a copy of the agreed wording is forwarded direct to the parish Council."

The property has now been sold. The Clerk re-contacted the managing director of Wedgewood Homes for an update, as promised. She sent emails to the Director on 17 November 2017, 5 December, 19 December 2017, 31 January 2018, 28 March and 20 April but there has been no reply to any of them.

In the absence of any communication from Wedgewood Homes, the Clerk prepared a letter direct to the new owners. This was ratified by email by all parish councillors and sent to the new residents on 1 May 2018.

CA/18/00557 - Woodside Wood, Radfall Ride, Chestfield, CT5 3EW

Proposed additional use of existing 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. (Re-submission)

The 2017 submission CA/17/01722/FUL was withdrawn. (The planning case officer said Natural England had initially requested further information about the proposed forest school and CCC extended the deadline and gave the applicant the chance to get this information together. The applicant subsequently submitted further info, on which CCC re-consulted. But in response to the re-consultation, Natural England stated that the information remained insufficient. As a result, the applicant has opted to withdraw the application.)

But the owner resubmitted an application now CA/18/00557.

There is significant local resident opposition to this proposal. Cllr Todd and Cllr Samper as the two ward councillors agreed to a meeting with several residents on 16 April 2018.

The application was invalidated and removed from the portal but then re-uploaded on 26 April 2018. Chestfield Parish Council RESOLVED their written parish council response to this latest application submission and RESOLVED to lodge a formal objection to this proposal. Cllr Bailey offered to go to speak at committee should this be necessary.

A new planning application validated on 12 May 2018 was reported to councillors prior to the meeting but it had not been included on their meeting paperwork as it was validated afterwards:

CA/18/00914 - Whitstable Service station, Thanet Way, Chestfield, CT5 3JB

Proposed cafe/restaurant with drive through facility and associated parking.

Key information:

- Location on site – the proposed unit is to be on the Greenhill side of the garage on existing scrubland and sitting alongside No 7 Maydowns Road to the East.
- The entrance and exits remain as now – with vehicles sweeping round to new facility and then around petrol filling station to exit
- Creates 27 car parking spaces (including 2 x disabled)
- With drive-thru facility as well as sit in for consuming coffee and pastries
- Opening hours proposed as 7am-10pm – 7 days per week
- Creates 9 new jobs (5 x full-time equivalent)
- Single-storey building – modern in style, 6m maximum height (reducing to 3.5m at the rear) – and with a large glazed window and timber boarding
- Signage will form a separate advertisement consent planning application in due course if permission is approved for this full application
- Landscaping – new planting is proposed to the rear of the site and the eastern boundary with No 7 Maydowns Road
- Rubbish – litter bins to be provided and the Design and Access statement says there will be daily litter patrols

The parish council has no comments for the above application. The Clerk explained she has alerted the Chairman of the Maydowns Road residents association and will take copies of the printed plans to him on 16 May 2018.

16. MEETINGS and PATTERN OF MEETINGS

The recent pattern of bi-monthly meetings of the parish council, which have been trialled since September 2017 alongside a monthly residents' surgery still being offered, needs the trial reviewing. There are options to revert back to monthly full parish council meetings and surgeries – or continue with bi-monthly meetings and a monthly residents' surgery. Cllr Bailey felt that bi-monthly has not affected business, and has actually made the councillors more productive. Cllr Ellis commented that monthly surgeries are effective and welcomed by residents who don't have to sit through full parish council meetings. Cllr Bailey proposed Cllr Loder seconded and all councillors indicated with a show of hands that they agreed that bi-monthly meetings with monthly surgeries should continue. Cllr Ellis thanked Cllr Todd for suggesting this way of working. Cllr Todd felt the surgeries should be promoted to residents as a good way to engage with their local councillors.

17. FINANCIAL MATTERS

RECEIVED the bank statement and bank reconciliation for February, March and April 2018, and RESOLVED the signature of a councillor other than the Chairman thereon;

NOTED that the Clerk completed the KCC Local Government Pension Scheme year end Excel spreadsheet Return to 31 March 2018, and returned this to the pension section at KCC on 28 March 2018.

NOTED the Business Rates Bill for 2018-2019 received from Canterbury City Council for £1,331.10 for the parish office – but that 100% small business rate relief has been applied and the bill to pay is zero.

NOTED a direct debit payment of £105.86 taken on 4 April 2018 for the BT quarterly bill.

NOTED a bank transfer dated 10 April 2018 from Canterbury City Council of payment of the precept for 2018-2019 totalling £61,865.00 (made up of £61,605.59 precept and £259.41 reducing grant)

NOTED the Internal Auditor completed his internal audit on Monday 16 April 2018. This covered the year end annual return pack.

VAT126 Claim – new reference for the parish council - NOTED letter received dated 10 April 2018 that the VAT126 Claim needs a new reference number for any claims made from 1 February 2018 – the parish council new unique reference number is XAV126000106428

Model standing orders - In April 2018 NALC published new model standing orders. These replace the model standing orders contained in Local Councils Explained (© 2013 NALC). The new model standing orders incorporate or reference new legislation introduced after the last model standing orders were published in 2013. The Clerk will bring new Model Standing Orders for adoption to the next parish council meeting.

Financial Regulations - NOTED these remain unchanged from the last review at present. The Clerk will keep a watching brief on any changes to the Model template.

Local government pay scales (2018/19) - NOTED that The National Joint Council for Local Government Services has now reached an agreement on the pay award for two years – 2018-2020. As there are ongoing discussions between NALC and ALCC about the current National Agreement, pay profiles and hours of work, the organisations have agreed to only issue the confirmed new scales for April 2018 at this time. A further statement will be issued in the autumn addressing the more complex mapping required to implement the 2019 pay scales. The Clerk will implement the pay rise in the June salary backdated to 1 April 2018.

18. **AUTHORISATION OF ACCOUNTS**

The Clerk presented finance sheets detailing the cheque payments totalling £6,911.70, and an additional sheet totalling £4,152.88.

19. **ANNUAL RETURN**

Accounts for Year Ended 31 March 2018

The [Smaller Authorities' Audit Appointments Ltd](#) (SAAA) has appointed PKF Littlejohn LLP as the external auditor of the parish council for 5 years from 2017/18. Instructions to enable the parish council to comply with the relevant statute and Regulations regarding accounts and audit have been received by the Clerk from PKF Littlejohn LLP. From this year onwards, access to the Annual Governance and Accountability Return (AGAR) and instructions is only via email links/online. All the relevant information and guidance is on the PKF Littlejohn website at (<https://www.pkf-littlejohn.com/services-limited-assurance-regime-useful-documents-and-links>)

A separate Year End pack had been prepared by the Clerk for all councillors and delivered by hand to them all prior to the meeting. This included the Annual Return AGAR form; covering letter to PKF Littlejohn; Statement of Variances proforma and explanations where required; Ear Marked Reserves schedule up to 31 March; Office and Finance Risk Assessment; The Parish Council's Register of Fixed Assets ; The Parish Council's Statement of Internal Control; and Statement of Accounting Policies.

The Year End Bank reconciliation to 31 March 2018 – 2017-2018 has the year end balance at £126,653.80.

The Internal Auditor completed his internal audit on Monday 16 April 2018 and completed Page 4 of the Annual Return AGAR form. His Report was received and circulated to all councillors. There are no areas of concern. He advised that the new bus shelter arrangement where it is not included on the parish council's Fixed Asset register as its future maintenance and its insurance is the responsibility of Canterbury City Council should be pointed out to the external auditor. (This has been done in the covering letter to PKF Littlejohn).

The Annual Return for the financial year ended 31 March for submission to PKF Littlejohn was approved in the following order:

Section 1 : the Annual Governance Statement – Cllr Todd proposed and Cllr Gibson seconded and all Cllrs RESOLVED to accept Section 1. Section 1 was therefore duly signed by the Chairman.

20. **Section 2 : the Accounting Statements**

Cllr Brealy proposed and Cllr Chapman seconded and all Cllrs RESOLVED with a show of hands to approve Section 2 – and Section 2 was therefore also duly signed by the Chairman.

Exercise of the public rights

The parish council must make arrangements for the exercise of public rights to inspect the accounts. The inspection period of 30 working days during which the public rights may be exercised must

include the first 10 working days of July (i.e. 1 – 14 July inclusive). PKF Littlejohn's template suggests Monday 4 June to Friday 13 July inclusive – and this template must be published on noticeboard(s) and parish council website by 3 June 2018. The parish council will adhere to this template.

All year end information will be posted on the parish council's website by 3 June 2018, together with the Analysis of variances; Bank reconciliation and the Notice of the period for the exercise of public rights.

Cllr Bailey recorded thanks to the Clerk for all her hard work in preparing the year end documentation.

21. **NEW PROJECTS**

Cllr Bailey asked all councillors to think about projects to undertake in 2018-2019.

Cllr Chapman commented that the street signs in the village look very tatty, and some are tarnished, and some have had graffiti wiped off and been damaged. Cllr Chapman and the Clerk agreed to look all round the village and make an inventory of where ideally signs could be replaced/made good. The Clerk said she would speak to the CCC officer in the first instance to establish a principle that the parish council may pay for replacements where needed with their agreement.

From an enquiry last year from a resident, about the possibility of them providing a memorial bench, the parish council has been given prior permission from Allied London to install new benches on the circular walk route on the Allied London owned stretch of land. The Clerk will get quotes from the Fifth Trust for new seats and report back.

Cllr Ellis reminded everyone he is keen to explore the timeline provision further once the play area upgrade is done.

Cllr Brealy suggested the possibility of more new trees along Chestfield Road – perhaps on the highways verge opposite The Barn?

22. **MAGAZINE**

The Clerk advised that the magazine would go to print in the next couple of days – now that the Chairman had been confirmed Cllr Bailey will do a short Chairman's message for it.

Publication of councillor details in future magazines

There was some discussion on what personal information to publish for individual councillors in future editions of the magazine (on the 'cllr responsibilities' page). It was agreed to print name and areas of responsibility only and all enquiries to come through the Clerk in future.

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

NOTED that the Clerk is arranging the annual service and Calibration of the speedwatch device in order to maintain operational accuracy and reliability

24. **SPEEDWATCH**

Annual Kent Police Speedwatch conference on Saturday 14 April 2018

The Clerk has met one of the village volunteers who attended this annual conference and received feedback and has taken a copy of the pack given out on the day.

Key statistics: There are 1700 sites, with 800 plus operatives and 65 schemes across Kent.

Future possible enhancements:

- There may be a future linkage for the data to go through the Municipal Insurance Brokers – to check for insurance cover on vehicles too
- A section for Foreign vehicles observed is to be added to the website for reporting them
- And inappropriate driver behaviour may be added
- All sites are being re-assessed although this is a slow process (379 of the 1700 sites registered have so far been revisited.)
- "Counter clickers" – the police may like to encourage groups to have these in future – to record the total number of vehicles observed in an hour.

Speedwatch and GDPR

Kent Police are acting on the new data regulations imposed by GDPR and asking for permission to hold store and use the volunteers' personal data.

The CSW database has a GDPR "I agree" or "I resign" option on it now – and all volunteers must log in and select one by 25 May 2018 – if not they are deleted from the Kent Police database and cannot go out on sessions.

The Clerk has updated this for her own records as a group co-ordinator on the CSW database and clicked the "I agree" button. The Clerk also compiled a screen grabs print and did a handout/reminder to all the Chestfield speedwatch volunteers on 24 April 2018 – encouraging them to log on and give permission.

25. **GDPR – General Data Protection Regulations**

There is new legislation coming in on 25 May 2018 around individual's data – the new regulations replace the data protection act. The Clerk had prepared a report to councillors. All councillors completed and signed a Consent Form to give their explicit consent for their personal details to be retained and used for parish council business.

The Clerk advised she will do something similar for all the magazine distributors.

The Clerk explained there should be a Privacy Statement and a model template had been circulated. Cllr Brealy proposed and Cllr Gibson seconded and all councillors agreed the policy should be adopted. The Clerk will upload the privacy policy to the parish council website.

Whilst the Clerk is the Data Controller most organisations need to appoint an external Data Protection officer. Initially the advice was that this could not be the Clerk, nor a parish councillor, nor the internal auditor – due to a considered conflict of interest. However there is now an act going through Parliament to make parish councils exempt from having to appoint someone external to the council, although the advice is that it would be best practice to do so. The Clerk explained she had sourced a company Satswana who are quoting £150 for a year. Cllr Gibson proposed, Cllr Todd seconded and all councillors indicated with a show of hands that the Clerk should appoint Satswana as the DPO for Chestfield Parish Council for a year, and review this in a year once/if the Act of Parliament is confirmed.

In addition, the Clerk will arrange Data Processing Agreements for the internal auditor and website hosting company.

The Clerk will next undertake data audit schedules and some other relevant actions required, as per the SLCC, KALC and Information Commissioners guidance, and report back

26. **COMMUNITY RIGHT TO BID**

(CRTB legislation came in as part of the Localism Act. It means that the parish council may look to get 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.) 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. Three applications submitted to CCC to list assets have now been successful. These are for:

- Radfall Recreation Ground (although there are no plans by CCC to dispose of it).
- The Rugby Club at Reeves Way (where CCC own the land and lease the facility to WRFC). Some land at the Rugby Club is leased to the medical centre for over flow car parking – and this is not included in the listing.
- The Chestfield Road play park (without the serco storage shed and without the Kent County Council highways verge at the front of the play park)

The parish council discussed again whether or not the parish council would like to consider a CRTB application for the WI Hall in Chestfield. There are concerns about financial outlay; application for a public work loan; the hall management; on-costs; parking; viability, etc. Cllr Brealy proposed, Cllr

Chapman seconded and all councillors indicated with a show of hands that an application to list the WI Hall should not be made at this time.

27. **HIGHWAYS**

Footway repairs – Chestfield Road

Kent County Council Highways plan to surface treat sections of the footways in Chestfield Road. The footway is beginning to show signs of wear and tear so KCC will apply a new surface which will protect it and extend its life. This treatment is known as 'slurry sealing'. It may be necessary to prepare the existing surface by carrying out some patching or kerbing works as well as a weed spray, in some cases this work may have already taken place. Immediately before the works the surface will be power washed, kerbs and entrances to properties taped over and any necessary adjustments to the height of covers and ironwork in the footway are made, this is all to ensure a uniform line on the new layer is achieved. As works begin it may be necessary for the surface to receive an initial levelling layer to achieve a nice uniform base for the new slurry sealing to be applied.

After application the material sets fairly quickly and once finished all the tape will be removed allowing the footway to be re-opened, this is usually within an hour or so of 'slurry sealing' being applied.

On completion the surface will be very dark in colour and coarse in texture, this is normal for this type of material but its appearance will become more like you would expect over the following weeks.

Work should start work on 4 June 2018 for 2 days, between 8am and 5.00pm with Stop & Go or 2 way traffic signals. It is possible that the programme will be disrupted by bad weather, if this does happen and KCC is not able to start the work within a few days of the date specified then affected residents and the parish clerk will be updated again with the new proposed start date.

To serve as a reminder signs will be placed on the road in advance of the work.

The Clerk will put information text about the above on the parish council's noticeboards.

28. **CURRENT PROJECTS**

Cycling and cycle paths improvements in the village

A resident has approached the parish council keen to explore opportunities for better cycling and cycle paths in the village. The resident has met a number of times with the Clerk and Cllrs Todd, Breally and Fitzpatrick with several items discussed and some research done. There are lots of possible aspirations and lots of problems too to achieving them. The current scope is to investigate the scope of a link from Chestfield Road to the Crab and Winkle Line.

Cllr Fitzpatrick has kindly offered to download the resident's photos and put on a PDF sketch with a plan and notes to maybe move this project forward.

29. **ENVIRONMENT**

Footpath report – PROW between Longacre and Polo Way

At the January 2018 meeting Cllrs asked the Clerk to make a fault report to the KCC PROW department and ask for inspection along this footpath – the tarmac is uneven with several fissures running through it. The Clerk reported the problem on 23 January 2018. There is no update yet.

Footpath CW67

As reported at the March 2018 parish council meeting, the footpath at the top of Sainsburys store steps is well used, but the parish council feel that there is a trip hazard and a slip hazard as the path is so muddy and wet and waterlogged. Fault reported 10 April 2018. The parish council is willing to consider helping KCC with improvements to the path here if possible.

Footpath from Maydowns Road / Share and Coulter etc

The footpath between Maydowns Rd, Plantation Rd and Share & Coulter Rd is rather muddy in places. This is part of the parish promoted circular walk – and a well-used commuter route (people in work/school shoes rather than walking shoes) as well as a walkers' route. It was felt that the parish council may wish to improve the route to provide as mud free surface as possible. This item

is carried forward. Cllr Fitzpatrick commented that kerbs and tarmac is too ambitious. Cllr Fitzpatrick, Cllr Todd and the Clerk will revisit this idea and do a site visit and report back.

More flytipping

The Clerk and Cllr Brealy have both reported different incidents of flytipping this week – an old fridge freezer and house hold waste and roof materials have been dumped.

Cllr Chapman advised that there are two Sainsburys store trolleys in Grasmere Pasture which she has reported to the store but they are still there. Cllr Fitzpatrick offered to take a look and report again.

Cameras to help combat fly-tipping

There is an ongoing issue with fly tipping along Molehill Road, Owls Hatch Road and Thornden Wood Road. At the January 2018 parish council meeting, Cllrs RESOLVED that the parish council purchase three cameras and associated sundries – for use on a trial basis – and review their effectiveness etc in two meetings time. Since the January meeting ONE camera and associated sundries was purchased – to trial its use and effectiveness before purchasing a further two if successful. Cllr Brealy explained he has now made hides for the camera and is thinking of secure locations to use it. The Environmental Enforcement officer has confirmed that *if footage on the camera shows proof of the action of flytipping being committed then CCC will take action.* Cllr Brealy and the Clerk will now liaise and perhaps meet with the new Environmental Enforcement officer at CCC.

KHS verge triangle on Molehill Road – At the 08 January 2018 parish council meeting Cllrs resolved to speak to Kent Highways to see if the parish council may put in two stakes to prevent vehicles backing up on to a verge and dumping on a triangle of land in Molehill Road. (When the Clerk and Cllr Brealy met the CCC Enforcement officer he was in agreement with this suggestion). As the provision of stakes requires KHS permission in this highways verge, after the January meeting, the Clerk provided them with a map and details of the request. This has been acknowledged and highways officers agreed to visit the site to assess. Cllr Brealy has sent a photograph to KCC officers of the type of stakes proposed and he has kindly offered to install the stakes if permission is given. The KHS permission is awaited.

A Phase 2 Shrub bed project at Chestfield Play Park

The CCC officer is happy that there be a joint initiative with CCC and Serco to repeat the Shrub Bed project with volunteers in the Autumn of 2018. He has suggested a meeting to move this forward. The Clerk, Cllr Todd and Cllr Brealy will undertake a site meeting with the officer in June/July. The scope of work is less and a one-day project should be considered. The project is being initially advertised in the June magazine with details to be finalised in the September magazine.

30. TRAIN SERVICES

The Chairman advised that South Eastern are changing their train times to London and for direct routes to Victoria passengers need to change at Faversham. This takes effect from 20 May 2018.

31. ACTION PLAN ITEMS

The Action Plan will continue to be progressed. Items have lead Cllrs or Clerk to progress them. The following progress was noted this time:

- **Planning Information Pack** - The Clerk had copies for all councillors of a Planning Information Leaflet that she has pulled together. This will now be included in the welcome pack to new residents. The Clerk will also upload a copy to the parish council's website and run some or all of it in one or more future magazines.
- **C/fwd: Emergency Plan refresh** - Cllr Todd is to lead on a review of the Emergency Plan for the village. He and the Clerk will revisit the Rest Centre venues information and approach the Riverside Church Centre. This is very much a work-in-progress.
An article is running in the June magazine as an information gathering sheet, asking for residents to volunteer help and resources in the event of an emergency. (This exercise ran previously in 2011 – the repeat uses the latest KCC Resilience team 2016 template letter text).

○ **Litter pick in the Autumn?**

The parish council has resolved to do a community litter pick event in the Autumn. The Clerk has run an article in the June magazine to ask for volunteers and also ask for problem roads to be suggested by residents. The Clerk will check with the parish council's insurance company on what roads may be covered – it is felt that there may be restrictions on high speed roads and/or roads without pavements for example. The Clerk will also complete the application pack to CCC for loan of equipment and Serco collection etc. in due course when a date is set. The final details will be advertised in the September magazine.

The meeting closed at 9.55p.m.

Signed: Date:
Chairman

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

**CHESTFIELD PARISH COUNCIL
PLANNING REPORT, 14 MAY 2018**

APPENDIX 2

Green Infrastructure Strategy 2018

CCC's green infrastructure strategy is available to comment on until 22 June 2018 at http://canterbury-consult.limehouse.co.uk/portal/gi/green_infrastructure_strategy_2018
If the link appears broken, try copying the entire link into the address bar on your web browser.

CCC Draft Canterbury Air Quality Action Plan 2018-2023

CCC has prepared a draft Canterbury Air Quality Action Plan 2018-2023. Comments are invited until 22 June 2018.

This has been prepared in line with the Part IV of the Environment Act 1995 Local Air Quality Management.

The Canterbury Air Quality Action Plan 2018-2023 can be viewed on the council's website along with the online survey at www.canterbury.gov.uk/airquality . Alternatively, you can respond by e-mailing consultations@canterbury.gov.uk or writing to Environmental Health Team, Canterbury City Council, Military Road, Canterbury, CT1 1YW

Hard copies are available to view too, at the main council offices in Military Road, Canterbury and at Canterbury Library; Herne Bay Library; Sturry Library; Swalecliffe Library and Whitstable Library.

KCC Order to temporarily close Public Footpaths

In order to install a water main, some paths in the parishes of Blean and Chestfield are to be closed from 23 April 2018 – for a maximum of six months – although it is expected that the paths will be available when work schedules permit their access.

For Chestfield paths affected are:

- PROW CB20A and CW24 – will have a reduction in available width to 1.5 metres from approx. NGR TR 126 625 to Gypsy Corner, Radfall Road.
- PROW CW24 will be closed from Gypsy Corner, Radfall Road heading north west for approximately 35 metres – the alternative route is via CW24, CB22, CW25 and CW24.

Kent Joint Municipal Waste Management Strategy consultation

The Kent Resource Partnership (KRP) on 20 March 2018 launched its consultation on refreshing its Kent Joint Municipal Waste Management Strategy, which sets the partnership's strategic direction up 2020/21. Full details at

http://www.kent.gov.uk/_data/assets/pdf_file/0005/79358/Kent-Joint-Municipal-Waste-Management-strategy-consultation.pdf

New Applications

01	CA/18/00416 – 121 Chestfield Road, Chestfield, CT5 3LS Proposed first floor extension to include a new roof, a two-storey rear extension plus new garage with extension following demolition of existing garage.	The parish council would like to see frosted glass for privacy in the two proposed side dormers. (This application was subsequently withdrawn and then re-submitted as No 15 in our recording year)
02	CA/18/00575 - 87 Chestfield Road, Chestfield, CT5 3JH Proposed two-storey rear extension following demolition of conservatory.	The parish council has no comments. (Cllr Fitzpatrick dealt with a neighbours' concerns and enquiries who was urged to complete their own representation to the planning authority, but the parish council has no comments themselves)
03	CA/17/02802 - B And Q, Reeves Way, Chestfield, CT5 3QS Retrospective application for the erection and display of 6 no. non-illuminated fascia signs, 3 no. internally illuminated fascia signs and 4 no. freestanding non-illuminated signs.	The parish council has no comments.
04	CA/18/00556/FUL - 33 Grasmere Road, Chestfield, CT5 3NA Proposed single-storey rear extensions following demolition of store and conservatories	The parish council has no comments.
05	CA/18/00557 - Woodside Wood, Radfall Ride, Chestfield, CT5 3EW Proposed additional use of existing 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.	See additional detail above – a response to this application is to be discussed and agreed at the 14 May 2018 parish council meeting.
06	CA/18/00618 - Woodside, Molehill Road, Chestfield, CT5 3PD Proposed detached single-storey garage to front with storage above, following demolition of garage.	The parish council has no comments.
07	CA/18/00664 - 2 Birkdale Close, Chestfield, CT5 3PY Proposed two-storey detached dwelling and garage together with single-storey rear extension with 2 no rooflights to existing dwelling and erection of garage following demolition of single-storey side extension.	The parish council has no comments.
08	CA/18/00566: Mill Farm, Radfall Road, Chestfield, CT5 3ER Application for prior notification for change of use from agricultural building to 2 no. dwellings.	The parish council has no comments.
09	CA/18/00715 - 38 Grasmere Road, Chestfield, CT5 3NA Proposed detached two-storey dwelling.	The parish council has no comments.
10	CA/18/00776/FUL - 42 Maydowns Road Proposed two-storey side and rear extensions.	The parish council has no comments.
11	CA/18/00842 - 121 Chestfield Road, Chestfield, CT5 3LS Proposed loft conversion, demolish, rebuild and extend the garage and convert into games room/utility room together with two-storey rear extension.	The parish council has no comments.

12	CA/18/00837 - 165 Chestfield Road, Chestfield, CT5 3LR Proposed single-storey side extension following demolition of detached garage.	The parish council has no comments.
13	CA/18/00816 - 16 Plantation Road, Chestfield, CT5 3LG Proposed two-storey and single-storey side and rear extensions.	The parish council has no comments.
14	CA/18/00914 - Whitstable Service station, Thanet Way, Chestfield, CT5 3JB Proposed cafe/restaurant with drive through facility and associated parking.	See detail above in these Minutes

Notifications

CA/18/00184 - 42 Maydowns Road, Chestfield, CT5 3LN Proposed first floor extension, single-storey rear extension, conversion of garage to ancillary accommodation and canopy to front following demolition of conservatory.	WITHDRAWN
CA/18/00293 - 29 Chestfield Road, Chestfield, CT5 3LF Proposed single-storey side extension.	GRANTED by CCC
CA/18/00377 - 6 Chestfield Road, Chestfield, CT5 3LJ Proposed single-storey rear/side extension.	WITHDRAWN
CA/18/00416 – 121 Chestfield Road, Chestfield, CT5 3LS Proposed first floor extension to include a new roof, a two-storey rear extension plus new garage with extension following demolition of existing garage.	WITHDRAWN
CA/18/00146 - 69 Maydowns Road, Chestfield, CT5 3LN Proposed first floor front and rear extensions together with dormer window to side following demolition of conservatory.	GRANTED
CA/17/02802 - B And Q, Reeves Way, Chestfield, CT5 3QS Retrospective application for the erection and display of 6 no. non-illuminated fascia signs, 3 no. internally illuminated fascia signs and 4 no. freestanding non-illuminated signs.	GRANTED
CA/18/00575 - 87 Chestfield Road, Chestfield, CT5 3JH Proposed two-storey rear extension following demolition of conservatory.	GRANTED

Enforcement: ENF /18 /00093 – 29 March 2018

Location of potential Breach: Motoclean, Thanet Way, Chestfield, CT5 3JB

Description of alleged Breach: Installation of car hand cleaning company and advertisements in various locations.

The Clerk reported the new hand car wash operations to KCC Highways and to CCC Enforcement on Monday 26 March 2018. There are queries with its lawful use class and the placement of signs on the highways. Updates were provided at the meeting above under Minute No.14.