

**CHESTFIELD PARISH COUNCIL
MINUTES OF THE MEETING HELD AT 7.30PM ON 09 JULY 2018**

Present: Parish Cllr Steve Bailey (Chairman)
Parish Cllr Anne Loder
Parish Cllr David Fitzpatrick
Parish Cllr Chris Ellis
Amanda Sparkes, Clerk to the Council
Two residents

32. CHAIRMAN'S WELCOME

Cllr Bailey welcomed everyone to the meeting. He explained that he will allocate £50 from his Chairman's Allowance to sponsor a hole for the Rotary Club Charity golf day on 7 September 2018 - on behalf of the parish council to thank The Rotary Club of Chestfield for all that they do for the village

Apologies for absence were received from Parish Cllr Chris Brealy, vice Chairman (family commitment); Parish Cllr Tricia Chapman (unwell); Parish Cllr Bob Todd (annual leave); Parish Cllr Pat Gibson (family commitment) and Parish Cllr Lorraine East (family commitment).

33. MEMBERS' INTERESTS – Cllr Ellis declared an interest in Item 10, the Archives held at the KCC Maidstone archives centre and the History Society request that they be brought back to the Whitstable Museum – as he is a member of the Chestfield History Society. It was decided that he has a non-pecuniary interest in this item and did not need to leave the room for the item when considered, and could if necessary take part in the discussion, but not take part in the vote on any actions.

34. CLLRS' RESPONSIBILITIES FOR 2018-2019

The table of areas of responsibilities has been updated and circulated to all parish councillors. Cllr Bailey felt that there is still a need to revisit it.

35. MINUTES OF THE MEETING HELD ON 14 MAY 2018

Cllr Bailey 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.

36. UPDATES on now Closed Actions since the last meeting:

LOVE PEACE and REGGAE EVENT

The external "Love Peace & Reggae" two-day music event planned for the Whitstable Rugby Club grounds for the weekend of 4 and 5 August 2018 will not go ahead as CCC did not approve a licence for it.

UPDATE re provision of dual waste bin at the junction Fern Close with The Ridgeway – the Clerk explained the bin is out for delivery. Cllr Bailey and the Clerk will place it – and Cllr Bailey will kindly cut down the post for the old dog bin when it is in situ and the Clerk will liaise with CCC over the changeover.

UPDATE re Community Quiz in aid of CRUSE Bereavement Care held on 1 June 2018 – this was a very successful event raising £281.25 profit.

37. POLICING – NOTED receipt of notes of a meeting of the NHDW co-ordinators held on 17 May 2018 and which included crime mapping data for Chestfield for the period March 2017 to February 2018.

38. ADJOURNMENT OF THE MEETING - The residents present had no questions.
The meeting continued.

39. ARCHIVES HELD AT MAIDSTONE KCC CENTRE

Chestfield Parish Council was created in 1988. Some of the old documents were transferred to the Canterbury Cathedral Archives and were then subsequently transferred to the KCC Archives Library in Maidstone around 2010. The documents were gifted to the Cathedral – to be held in perpetuity – not given on loan. Documents include Minutes, Magazines and some historic documents, newspaper articles and maps.

The Whitstable Museum and Chestfield History Society have made a request to the parish council that the documents be transferred back to the Whitstable Museum. The aim is to give residents *local* access to the documents.

The Whitstable Museum is a Canterbury City Council owned building but the museum is now run by a volunteer Trust rather than the city council. The Whitstable Museum can store small quantities. They monitor temperatures and humidity and have a dehumidifier. They are accredited by the Arts Council Museum. From a security point of view the building is alarmed and monitored by an alarm company, there are grills on the windows and there are limited key holders. The Whitstable Museum opening hours are Thursday to Saturday 11am to 4.30pm (plus Wednesday opening in the summer months. The Whitstable Museum do have a Chestfield archive but would like to add to it.

The KCC Archives Library is a purpose built facility, with proper cataloguing and storage, with manned staff and a booking system to view deposits. Their opening hours are longer and six days a week including one evening.

The Clerk explained she had attended a useful and positive recent meeting with the Trustee of the Museum and three residents of Chestfield who are also on the Chestfield History Society. With immediate effect the Whitstable Museum will be sent copies of meeting Minutes going forward and the parish magazine. The Clerk will also send the Whitstable Museum hard copies of spare previous editions of the magazine for the last 12-18 months, and email all the electronic versions of the Minutes back to November 2007.

Copies of the magazine from December 2002 are held in the parish office.

The Clerk had circulated a list of documents held in the Maidstone Archives to them and to the parish councillors.

There are two options for the parish council:

Option 1 – Ask if KCC will give everything back, if the parish council wish to do this. (There may be an issue with whether KCC will give them back as they were originally gifted.)

Option 2 – Make copies of key documents to be held locally in the Whitstable Museum.

The parish council considered that there is merit in having key documents in two places, and that the Minutes from 1988 will take a lot of storage space. Residents can view Minutes from November 2007 on the parish council website. There is merit in a local access for key historic documents however and Option 2 to take copies was preferred.

The Archives at Maidstone offer two forms of copying – it is cheaper for people to visit and take copies themselves, but staff can also make copies and post these. There is also an electronic option available – where KCC will copy to a CD but this is much more expensive.

It was agreed that certain key documents should be copied (not Minutes). There will be two visits to Maidstone undertaken – firstly by the Chestfield History Society residents and Whitstable Museum Trustee and then by Cllr Brealy, Cllr Ellis and the Clerk.

Cllr Ellis and Cllr Fitzpatrick will then digitalise documents copied and brought back.

Key documents such as old maps should be requested as electronic versions on CD to be done by KCC.

40. **CHESTFIELD PARISH COUNCIL 30th YEAR ANNIVERSARY**

Having been set up in 1988 the parish council celebrates its 30th year in 2018.

As part of the archives visit, the Clerk will recreate the first set of meeting Minutes for the magazine. Cllr Ellis offered to try and get quotes from residents that would have been around in 1988.

The Clerk explained that she is only the second Clerk to have been employed in that time – the former Clerk was the Clerk for 22 years. Cllr Bailey suggested that she may like to be invited to the next meeting.

41. **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.

A delegated authority was given to the Clerk and Cllr Fitzpatrick to look at the new applications and form any responses- in particular the new applications for retrospective permission for the new car wash activities at the Chestfield Road filling station.

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 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 considered responses and for Chestfield, CCC are recommending that Grasmere Pasture be incorporated into a revised Chestfield parish boundary.

This proposal was one now out to a further public consultation which ran until 18 March 2018.

NEXT STEPS:

The Policy and Resources Committee meeting is on 11 July who will be considering the working group's report and making their recommendations to Full Council on 19 July 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.

This application has been withdrawn.

42. FINANCIAL MATTERS

RECEIVE the bank statement and bank reconciliation for May 2018

NOTED that the Quiz held on 1 June 2018 in aid of CRUSE Bereavement raised £281.25 profit.

NOTED copy receipt and a feedback/monitoring report received from the Reculver Cricket Club (formerly known as the Grasmere Park Cricket Club) in lieu of the £180 grant given by the parish council earlier this year for the purchase of 18 new cricket balls.

NOTED an application has been put together by the Clerk and Cllr Brealy for an e-services business account for HM Land Registry – with a variable direct debit – for searches and official copies of land registry documents going forward if and when required in the parish. The direct debit instruction will only debit when searches are ordered.

NOTED a direct debit payment of £108.00 taken on 6 July 2018 for the BT quarterly bill.

Registration with the Information Commissioners office for GDPR

Reference: **A8363320** Organisation name: **Chestfield Parish Council**

NOTED Registration completed with the Information Commissioner's Office (ICO)

All parish councils are data controllers and all data controllers are required to register with the ICO.

There is a 3-tier structure – a parish council with up to 10 members of staff will pay a fee of £40 (tier 1).

The Clerk registered on 5 June 2018 at <https://ico.org.uk/for-organisations/register/>

The Clerk selected direct debit for the fee payment as there is a £5 discount and to ensure an automatic renewal each year direct from the parish council bank account.

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 pay rise was implemented in the June salary backdated to 1 April 2018.

Accounts for Year Ended 31 March 2018 - All the relevant signed documents as approved at the 14 May 2018 parish council meeting were sent to PKF Littlejohn LLP on 18 May 2018. NOTED that

the Clerk posted the 2017-2018 AGAR form and information on the parish council website on 18 May 2018.

Notice of the period for the exercise of 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 Sunday 3 June 2018.

NOTED that the Clerk posted the notice on the village noticeboards on 25 May 2018 and uploaded the template to the parish council's website on 18 May 2018.

43. **NEW MODEL STANDING ORDERS**

Standing Orders are the written rules of a local council. They are used to confirm a council's internal organisational, administrative and procurement procedures and procedural matters for meetings. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The parish council also follows the NALC Model financial regulations. (There is no change to the NALC Model Financial Regulations at this time.)

The Parish Council uses the Model Standing Orders developed by the National Association of Local Councils (NALC). Last published in 2013.

There is a change required to the Standing Orders as there is now a new NALC 2018 Model, as a result of a change in legislation - and some of the paragraphs have had some minor wording changes.

The Clerk has worked through the old and new model templates and annotated by hand all the amendments. The majority of the standing orders from 2013 remain unchanged.

Key bits of what's new

- New legislation requirements since 2013 – such as:
- The right to report (film, broadcast, etc) at council and committee meetings;
- Electronic service of summons and agendas on councillors is now permitted;
- The Smaller Authorities Transparency Regulation 2015 – for all councils with a gross annual income or expenditure under £25,000 to publish certain information electronically; and similar Transparency Regulations for councils with income/expenditure over £200,000.
- The Public Contracts Regulations 2015 for the tendering of contracts over £25,000
- Changes to data protection legislation introduced by the General Data Protection Regulation (GDPR) from 25 May 2018

RECEIVED the amended Standing Orders, and proposed by Cllr Ellis and seconded by Cllr Bailey that the parish council formally adopt them.

The Clerk will upload the new standing orders to the parish council's website.

The Clerk will also bring copies of the standing orders for each cllr to the next meeting.

44. **AUTHORISATION OF ACCOUNTS**

The Clerk presented finance sheets detailing the cheque payments totalling £4,907.88 for June payments and £1,552.48 for July payments, and an additional sheet totalling £ 3,717.96.

45. **GDPR - General Data Protection Regulations**

The Clerk has been working regarding the new regulations that came in on 25 May 2018.

NOTED that the Clerk has sent letters to key village contacts (such as magazine distributors, annual parish organisations, key volunteers, other volunteers) asking for their permission to hold their personal details for future contact regarding parish business.

Replies have been collated. There is now just one magazine distributor that is outstanding and still needs to give written consent.

NOTED the General Privacy Notice adopted at the May 2018 parish council meeting has been uploaded to the parish council's website.

NOTED that the Clerk rang the parish council's website hosts on 24 May 2018 – there is no need for a Data Processing Agreement for them as the website provider as they do not receive or deal with personal data (such as contacts through the website.)

NOTED Registration completed with the Information Commissioner's Office (ICO) - All parish councils are data controllers and all data controllers are required to register with the ICO. The Clerk registered on 5 June 2018 at <https://ico.org.uk/for-organisations/register/>

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

47. **CHESTFIELD HISTORY SOCIETY UPDATE REPORT - Update June 2018**

Cllr Ellis had provided the following: This report summarises the History Society initiatives that are relevant or could be of interest to Chestfield Parish Council and as update their awareness of the History Society work:

1. Investigation of documents. The Clerk and a CHS member have been identifying the location and availability of texts, maps and other documents relevant to the History of Chestfield that have been stored outside the Parish. These include 20th century minutes, a near complete set of Magazines published during the 1990s, maps going back to the 19th century and other miscellaneous documents. These are held in a number of locations including the County Archive in Maidstone. CHS is discussing retrieval and storage arrangements with Whitstable Museum and the possibility of leaving some materials in store but obtaining copies to allow local research without regular travel to Maidstone.
2. Investigation of design and construction of murals for the new playground (*this location and project is subject to CCC giving any agreement which has not as yet been pursued – pending the refurbishment of the play area in the first instance*). Further to work undertaken by another CHS member and Cllr Ellis it has become clear that the creation of Murals of a size suitable for display will benefit from professional design support. Recent research has enabled us to strengthen the child-focused elements of murals, including the physical location of schooling from about 1800 to the 1940s and greater understanding of home learning in the Chestfield farms. Design options are being made with David Chisholm through Whitstable Museum and Jack Banks of Kent County Council.
3. Two CHS members have negotiated agreement with Whitstable Museum to getting printing rights to the Tony Blake collection that has been donated to Whitstable Museum, in order to produce a 2019 calendar.
4. Cllr Brealy has reached an agreement with Chestfield Golf Club to produce a History of the Club, to be ready for its centenary.
5. The History Society has extended its work to Swalecliffe.
 - a. researching the coppice industry that was developed on land including the Tankerton Slopes from the 16th to the 19th century.
 - b. a first draft on the development of Swalecliffe's old Parish area from 1799 to the end of 20th century. This is partly a continuation of his early study of maps published in the 2018 edition of the History of Chestfield but also includes an analysis of Tithes and of very large scale 25 inches to the square mile Ordinance Survey maps published in 1932 and 1938/39 maps .
 - c. research on history of the Old Forge on Swalecliffe Broadway, which serviced Chestfield farms in the 19th century and possibly earlier.

48. **HIGHWAYS**

Chestfield Road Footway Repairs

Kent County Council is to surface treat sections of the footway in Chestfield Road. The footway is beginning to show signs of wear and tear and a new surface will protect it and extend its life. This treatment is known as 'slurry sealing'. 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 as expected over the following weeks. Work starts on 13 July 2018 for 5 days between 8am and 5pm.

Stakes on KHS verge triangle on Molehill Road – As a measure to try and combat fly tipping on a triangle of land in Molehill Road the parish council sought permission from Kent Highways to

install some posts in this highways verge. The highways officer agreed: subject to the parish council undertaking any ongoing maintenance once installed, straightening, re-erecting etc. Thanks were recorded to Cllr Chris Brealy and Cllr Bob Todd for installing these. The posts need to have red/white reflectors if directly adjacent to the carriageway – Cllr Bailey and the Clerk will look to get these.

49. **ENVIRONMENT**

A Phase 2 Shrub bed project at Chestfield Play Park

CCC 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. Cllr Brealy and the Clerk met with an officer on 25 June 2018 and agreed the scope of the work. The date is now set for Saturday 6 October 2018. The project was advertised in the June magazine and final details inviting volunteers will run in the September magazine. The Clerk will now invite the Rotary Club to assist too as last year. The CCC officer will book serco operatives to be on site with their chipper etc and remove all waste. The officer will also deal with conservation area consents for small tree works to be undertaken to neaten the beds etc.

Litter Pick event

This has now been set for Sunday 30 September 2018. The article in the June magazine has brought forward 5 volunteers so far. The Clerk will keep them updated and do an application pack to CCC to borrow the equipment and arrange waste collection. She will also speak to the parish council's insurance company about the event and which roads may be covered etc.

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 has now made a 'hide' and installed a covert camera in Molehill Road and is monitoring it. It records infra-red movement footage and one still shot and then one minute of video. The previous Environmental Enforcement officer confirmed to Cllr Brealy and the Clerk in November 2017 that *if footage on the camera shows proof of the action of flytipping being committed then CCC will take action.*

Principles for use of the parish council owned camera(s)

The camera(s) can only be used on public land not private land.
There must also be signage in the vicinity that cameras/cctv is in use.

CCC Environmental Enforcement officer

Cllr Brealy and the Clerk met two CCC Environmental Enforcement officers for a very useful meeting on 28 June 2018. The officers do almost daily patrol along the areas of Molehill Road and Owls Hatch Road. And they arrange for any flytipping to be removed and also look for evidence within the tipped material for its source.

They have also agreed to do twice-weekly visits to the Radfall Recreation ground and Rugby Club field.

The parish council asked the Clerk to do an email of thanks and ask for any updates.

KCC consultation on public rights of ways improvements

NOTED KCC new consultation on public rights of ways improvements running until 12 September 2018 www.kent.gov.uk/rightsofwayimprovementplan.

Cllr Loder and the Clerk will complete the consultation document.

Fire Hydrants in the village

NOTED that Cllr East has researched and found the following information:

Fire hydrants are covered by a plate in the road and marked by a post at the roadside.

To help keep the community safe Kent Fire and Rescue Service are keen to know about:

Damaged/missing and covered hydrant covers, posts and indicator plates

Visible leaks coming from fire hydrants or the water network
Illegal use and interference with hydrants
Parking around hydrants - it's an offence to obstruct a fire hydrant
Open water - please notify or update KFRS regarding any new or existing large water sources (such as swimming pools) in the area
Call KFRS on 01622 692121 extension 2391 or email water.services@kent.fire-uk.org

Cllr East has inspected some to date and sent a detailed report about their conditions.

Footpath CW67 – Surface Problem: Fault (Ref: PROW924959)

The footpath at the top of Sainsburys store steps – is well used, but the parish council feel that there is a trip hazard (as there is a difference in height levels) - and a slip hazard - as the path can get so muddy and wet and waterlogged.

Dialogue with KCC PROW officers has taken place where the Clerk explained that the parish council is willing to consider helping KCC, with improvements to the path here, if possible. The parish council has been given permission from them to seek two or more quotes for the parish council to pay for a made up section of path to be created here – subject to the final specification being shared and agreed with KCC.

Cllr Bailey and the Clerk visited and measured it. A 16m length of new path could to be provided from the start of the solid construction path at the top of the Sainsbury store steps to the end of the post and rail fencing existing. This 16m stretch to be 1.5m wide and to line up with the existing line of the path leading into the Primrose Way estate.

Cllr Ellis proposed and Cllr Fitzpatrick seconded and all councillors indicated with a show of hands that they felt that quotes should be sought to be considered at the next parish council meeting. The quotes should be of an appropriate specification for a suitable path and will need KCC approval.

The Clerk will speak to Cllr Fitzpatrick about the specification required and seek quotes.

The improvement is to level the access, overcome the uneven and trip hazards, and the councillors feel costs are justified as it is an incredibly well used section of right of way.

C/fwd: Footpath from Maydowns Road / Share and Coulter etc

The footpath between Maydowns Rd, Plantation Rd and Share & Coulter Rd gets muddy in places. This is part of the parish promoted circular walk – and a well-used commuter route 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. (The parish council needs to be mindful that KCC PROW department will also need to agree and give permission for any improvements that the parish council may wish to undertake.) This action is carried forward – the Clerk, Cllr Fitzpatrick and Cllr Todd still need to meet on site to discuss possible treatments and solutions.

Dual waste bins

Most litter bins can actually take bagged dog waste but it is felt that many members of the public do not actually realise this. The magazine has run this detail – the Clerk will run it again if necessary and ensure it becomes a standing text in each edition.

Cllr Ellis proposed and Cllr Loder seconded and all councillors indicated with a show of hands that the parish council should produce and pay for stickers to be put on all village bins to advise people that bagged dog waste can go in a normal waste bin. Cllr Bailey and the Clerk will stick the stickers on.

Telephone exchange overgrown verge

Thanks were recorded to Cllr Brealy for contacting BT and arranging for them to clear the overgrown verge area outside the BT telephone exchange at the corner of Molehill Road.

50. CHESTFIELD ROAD PLAY AREA UPGRADE

The Clerk explained that she had been contacted by CCC. Very regrettably, CCC has had to push back the Chestfield play area refurbishment to September just after the schools go back.

This decision has not been taken lightly but is due entirely to the play company having delays on the delivery and procurement of the equipment. These delays which are outside of CCC's control, mean that the play area refurbishment would run well into the summer holidays and they play area be out of action for a good portion of the school holidays and this would not be acceptable.

Therefore CCC is to delay the refurbishment until September. The existing play area will be kept as is and open all summer and then closed to the public on 3rd September for removal of the old equipment and the new equipment being installed from 10th September, taking around 3 weeks. So new play area would be finished in early October and officially opened after that time.

The CCC press officer will be putting this message out publicly in the next day or so. The Clerk was asked that the parish council wait until this is out and use the wording as the basis of any communications with local parishioners.

The Clerk will run an article in the September 2018 magazine.

51. **CURRENT / NEW PROJECTS**

Outdoor Gym equipment

The outdoor gym equipment is at the end of its life with one item now obsolete and unrepairable. CCC has said there are no objections to the outdoor gym equipment being replaced by the parish council provided it is of a standard similar to the outgoing equipment and meets all necessary EU standards etc. And provided the maintenance of the equipment remains the same as before (the parish council pays £180 six-monthly for inspections by serco and repairs are covered in that arrangement).

CCC officers would also like to be involved in the process in terms of giving feedback on the quoted choices as CCC has a duty of care that any equipment on their land is of approved standards.

Cllr Ellis proposed and Cllr Bailey seconded and all councillors were in favour that the Clerk obtain three quotes for a full replacement set of outdoor gym equipment with six new items.

Cllr Bailey offered to speak to the doctors' surgery for advice on best replacements from a pro-active health point of view.

The Clerk will meet with a relevant CCC officer to discuss the tenders.

Also RESOLVED that a separate working group meeting be held with a single agenda item to discuss the quotes and resolve which one to award.

A working group meeting will consist of Cllrs Bailey, Ellis and Loder and any other councillor that wishes to take part.

Provision of new benches or seats on Allied London stretch of land

This is the pathway linking Share and Coulter Road to Polo Way (and which forms part of the parish council's promoted circular walk). Allied London gave permission previously (March/April 2017) when a resident was considering installing a memorial bench at this location.

The Clerk had sought various quotes and options which were discussed. Cllr Bailey proposed and Cllr Loder seconded and all councillors indicated that two x wooden seat with arms and with powder coated steel legs (in the region of £565 each) plus a suitable concrete slab for them to sit on, similar to the ones provided this year at Fern Close, should be progressed.

The Clerk will confirm this with Allied London, and send a photograph, and then place the order.

There is a 3 month plus lead time on production of the benches.

Replacement of some of the village's tatty name plate street signs

At the 14 May 2018 parish council meeting, Cllr Chapman suggested that the parish council explore the replacement of some of the very tatty name plate street signs. Some have been ruined by graffiti (which has been removed), some are very tatty generally, and some could do with improvements and perhaps include street numbers for the road section concerned.

The Clerk has been in dialogue with the relevant CCC officers. The parish council has been given an in-principle 'yes' – to pay all costs associated with replacing some of the village street name plates (to include payment for the production and installation and any other costs – which CCC would invoice. Cost is roughly £95 - £110 per sign depending on the number of characters. Serco install them. The time frame is around three months from order to installation by serco). Things to bear in mind could be:

- Whether some signs could have an upgrade (for example there has been a long held desire for the name plates in Primrose Way to include more detail on them – such as No.s xx to xx this way)
- Materials of signs – The Clerk is speaking with CCC officers on this. Some metal ones may be replaced, but not with metal – perhaps a recycled plastic ? or a new composite material? anything that is best for graffiti should also be considered. The officer has mentioned galvanised painted black metal support legs and is making more enquiries about materials.

- The parish council could maybe ask residents for their thoughts on whether street clutter could be reduced and any signs could be 'tidied up' such as perhaps re-located from a post installation to a brick wall or house building owned by a resident – this could not only improve the look but also a mowing/maintenance regime?

This was considered a worthwhile project for the village. Cllr Loder proposed, Cllr Fitzpatrick seconded and all councillors indicated with a show of hands that they would like to proceed further with this project. In the first instance an audit and survey will be required – and possible locations and numbers of replacements established. Cllr Chapman and the Clerk will lead on this.

The Clerk will also run an article for residents in the September magazine.

Cllr Ellis commented that there could be signs on unadopted roads in the village – and that the parish council could give a grant to a residents association to be included in this upgrade.

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, Brealy 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.

Improvements for the Crab and Winkle Way

NOTED planned improvements for the Crab and Winkle Way walking and cycling route by the Crab and Winkle Line Trust:

There are plans for an extension to the Crab and Winkle Way walking and cycling route in Whitstable - for the extension of the route on the old railway embankment to the north of Invicta Way, including landscaping, screening and lighting.

The project already has planning permission and construction will start on the first phase, on the embankment from Invicta Way to Old Bridge Road, later this year using £150,000 of developer funding.

It is part of a wider scheme to provide an attractive, traffic-free route for walking and cycling between Invicta Way and the harbour, which is listed in the council's Transport Strategy.

The Trust has also recently exhibited their proposals for two bridges that will be required to complete the route to the harbour. These are over Old Bridge Road and the railway, and over Teynham Road. Although planning permission was granted for these in 2011, this has now lapsed and the Trust has commissioned designs for much slimmer bridges to better complement their setting.

52. ACTION PLAN ITEMS

Updated completed actions list

RECEIVED an Updated Action List with completion items noted – and RESOLVED that the Clerk should upload this to the parish council's website.

The Clerk will do an article in the September magazine and include a link to this.

Cllr Bailey offered to produce an A5 smaller version of the document for the parish council's noticeboards.

Emergency Plan

Cllr Todd is leading on a Review of the Emergency Plan. He is to revisit the Rest Centre venues information and approach the Riverside Church Centre.

NOTED that the parish council repeated the 2011 exercise with an article in the June 2018 magazine asking for residents volunteer assistance and available resources – there have been no responses.

Mini bus service and local volunteer transport schemes

NOTED that Cllr East has researched and found the following information:

Red Zebra has been set up through the council as is in the following link <http://www.redzebra.org.uk/volunteer-car-scheme/> .

Also red zebra comes up here:

<http://local.kent.gov.uk/kb5/kent/directory/service.page?id=8GqnLIMEIIA&adultchannel=22>

The Clerk will run some relevant extracts in the September magazine.

Whitstable Swimming Pool

NOTED that Cllr East has contacted the Whitstable Swimming Pool who are happy to do an article for the magazine and the website.

Local pre-schools and primary schools

NOTED that Cllr East has researched details of the local pre-schools and primary schools and sent this to the Clerk – this will now run in the magazine.

53. Late item – overgrown footpath at Sainsburys and The Whitstable Rugby Football Club

The public footpath CW69 which runs between the Sainsbury store boundary and the Whitstable Rugby Football Club pitch is heavily used but had become overgrown.

Both Sainsbury and the Rugby Club were contacted in May with a request to each cut back their respective sides.

The Clerk and Chairman held a site meeting with the Sainsbury store commercial manager about this and other items on 17 June 2018. Sainsbury have now cut back their side and agreed to ensure the requirement is placed on the Schedule of Works.

Similarly the Clerk and Chairman has had dialogue with the Rugby Club about the need to cut back their side of the path. The dialogue began on 23 May 2018, and their responses led the Clerk assisted by the Chairman and Cllr Brealy to hold conversations with Sainsbury, the Estates department at CCC and also the environmental enforcement officers.

This kind of ‘behind the scenes’ work would not normally be recorded as an agenda item or recorded in the Minutes.

Cllr Bailey explained that the Chairman of the Rugby Club has however asked that it be recorded in the Minutes of the parish council meeting. Cllr Bailey advised he was happy that the parish council’s latest letter and the subsequent response from the Rugby Club Chairman be entered onto the Minutes as public record as per this request. The full history is therefore summarised as follows in the letter sent on 8 July 2018 to the Rugby Club Chairman and copied to Rugby Club committee members, and the Estates Department office at CCC:

Upkeep of the public footpath CW67 alongside the rugby club pitch and ongoing concerns with dogs/dog walkers on the rugby club field and dog fouling

Thank you for your further email of 04 July 2018 in reply to our letter of 2 July 2018. Please may I address your points in the order you raise them:

Your comments/responses:	Our further replies:
<p>First of all I would like to apologise for the grass not being cut, I have spoken to our contractors and there has been some confusion between management and workers, but I have been assured that this will now be done.</p>	<p>We are delighted that this will now be undertaken. This was always our primary concern in recent dialogue with you - dating from the 23 May 2018 letter from the parish council Chairman to the Rugby Club secretary when this was the sole concern raised. Your response in your email of 24 May 2018 raised other points around a grass cutting agreement with Sainsburys; KCC footpaths; and dog bylaws and dog fouling and wardens (and what the parish council would do about this issue.)</p> <p>Our June letter in response then asked for further clarification about the agreement with Sainsbury and explained we had also clarified with the city council’s Estates officer about whose responsibility it was for the grass cutting.</p> <p>We also offered assistance with the dog breaches if you could supply detail of the bylaw. We also offered publicity avenues to the Club to make people aware of</p>

	<p>the no dogs on the field order. And supported the intervention of the dog wardens /CCC's environmental enforcement officers.</p> <p><i>But crucially, we would reiterate again that the walking of dogs is legally allowed on the public right of way footpath running alongside the pitch.</i></p>
<p>I am confused about you parish council committee and its roles. You say it is not your responsibility to enforce our lease then contradict yourself by then trying to enforce it.</p>	<p>We believe that this comment arises from our letter of 2 July 2018.</p> <p>We state that the parish council is not responsible for Clause 36 in your Lease – the Club is. But we have offered meaningful ways of <i>assisting</i> the Club to enforce this.</p>
<p>When we suggested moving or taking down the fence so the mower would get over that area, it was only replied by a negative answer and our committee expect better from a council organisation and was looking for your guidance on how the fence moving would be taken.</p>	<p>Your email of 15 June 2018 states that you may have to consider removal of the fence to facilitate cutting of the grass.</p> <p>We are not aware of which negative answer from us you refer to? We do not mention the fence until our 2 July letter – and then only in the positive where we say that our only intervention in its removal would be to pay all costs associated with the relocation of the dog bin attached to it. <i>This dog bin being for use by people walking their dogs along the public footpath – and as a measure to help people to clear up after their dogs. We feel a total removal of the bin may worsen any dog fouling.</i></p> <p>To confirm – we have no issue with the Club removing this fence to alleviate grass cutting problems.</p>
<p>You now agree that the lease says no dogs and also agree that we should put up signs but members of your committee daily walk their dogs on our field, and your committee are openly promoting dog walking by placing dog foul bins on our land and instead of trying to help us, are prepared to spend public money in moving the bin to a different location.</p>	<p>Again, to repeat – the law allows people to walk their dogs on the path adjacent to your field.</p> <p>Please confirm which members of the parish council or their family members use the field for dog walking? As above the placement of the bin is for the path.</p> <p>Costs for its relocation will be minimal, and, we feel, in the best interests of all our residents. The provision of a bin encourages people to use it.</p> <p>If your committee feel a total removal of the bin is in the best interests in addressing your issues of dog fouling in the area, please advise, and perhaps explain your rationale for that thinking?</p>
<p>We find it difficult to understand why you had a onsite meeting with Canterbury city council on our land and we were not invited to attend.</p>	<p>The meeting on 28 June 2018 was between a parish councillor and the Clerk and two environmental enforcement officers looking at environmental concerns in the village as a whole, and included several locations. It was considered useful to include the Rugby Club area as you had raised this. To repeat what our letter of 2 July 2018 advises – the officers advised they have inspected your pitch before but not found evidence of dog fouling present.</p> <p>They agreed to undertake twice weekly inspections with immediate effect but raised the lack of/inadequate signage issue as a problem to effective enforcement and we offered this suggestion to you as a possible aid going forward.</p>
<p>We have on several occasions placed no dog signs in different areas only to be ripped down by local residents and</p>	<p>The parish council is unclear about how you consider we promote dogs using the field. Again to repeat, we have offered on more than one occasion from June</p>

<p>would be happy to place new ones but would be pointless if the parish council are going to promote dogs using the field.</p>	<p>2017 that you write an article for inclusion in our magazine, and/or an open letter for placement on our relevant noticeboards. We frequently run articles in our magazine to ask people to pick up after their dogs, although these have been generic articles, not location specific.</p>
<p>It has also been noted although you take great interest in anything we do, but you do not support the rugby club in any way, which is a shame as I personally have tried on several occasions to build bridges with the you and the local community, it was also noted that you recently have put an order on the club for it's possible future purchase but not one of you use any of our services.</p> <p>The way forward for both of us is to build a better bond and work together for our community, the no dog situation is not going away and a compromise and a solution must be found and that is your committee's responsibility.</p>	<p>Please note the parish council do offer local organisations the opportunity to apply for small grants which are considered at full parish council meeting. If you care to look at previous Minutes you will see this is recorded. There is a grant application pack and process to follow – details are on our website. The Community Right to Bid (CRTB) legislation is about the future protection of assets of community value. The parish council successfully applied for the Radfall Recreation Ground and the Chestfield Road Play Park areas to be listed on the city's council's register. We then applied for the Rugby Club to be listed. These decisions were led by a residents' mandate from the results of our Village Survey with all households of 2016. 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. We fully understand that the successful listing gives a <i>right to bid and not a right to buy</i>, and fully understand that there are no current plans for any disposal of the Club.</p> <p>We are happy to work together towards the common aim of educating people around the dogs and dog fouling issue. We have made practical suggestions. Please advise if you will take up the offer of a magazine article, a noticeboard letter, and the suggestion by the enforcement officers that the Club provide more signage. However we fail to understand how this is our responsibility to lead on this, rather than the Club's as per the terms of the Club's lease.</p>
<p>Our committee look forward from a response from your committee that is also backed by the minutes of the parish council.</p>	<p>There is a great deal of work that goes on between meetings and not everything gets revisited at a meeting for minuting – indeed if we did speak about and log everything that goes on we would be there all night. Our meeting discussions and Minutes do tend to focus on the parish council's own ongoing projects. They must also document all financial decisions. There are often requests to deal with items such as overgrown public areas, but we tend not to document these to spare embarrassment for the parties concerned. However, we are very happy that the dialogue with you since May 2018 requesting clearance of the overgrown vegetation along CW67 is documented at our next parish council meeting and is included in the Minutes of that meeting. This will also include the same efforts</p>

	made by us over the same period of time to get Sainsbury to cut back their side of CW67. Our Minutes are available in the public domain as a public record and held as such in perpetuity.
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Cllr Bailey advised that the latest email from the Rugby Club Chairman on 8 July 2018 states (quote): "This response is the complete opposite to what we wanted, whoever writes them has no intention of building bridges or offering any form of help.

As the your parish council committee offers us no support (sic) and these letter are a waste of time I personally will on our next committee meeting will be recommending that we have no further dealings with you." (unquote).

The parish council will therefore ensure that any future dialogue needed with the Rugby Club from Chestfield Parish Council will be directed through the Estates Department at CCC as the landlord of the Club and ground – and through the Club’s Trustees only where applicable.

The meeting closed at 9.47pm.

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

PLANNING APPENDIX MEETING 09 JULY 2018

New Applications

14	CA/18/00914 - Whitstable Service station, Thanet Way, Chestfield, CT5 3JB Proposed cafe/restaurant with drive through facility and associated parking.	The parish council has no comments.
15	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. Revised drawing revised on 11th May. Amended plans/additional information was submitted under this new Ref 18/00842. The parish council previously commented on the original submission: CA/18/00416 - The parish council would like to see frosted glass for privacy in the two proposed side dormers. Initially it was felt that this comment still stands on the amended application and this comment was uploaded to the CCC Planning Portal on 02 June 2018.	An amendment/withdrawal to the parish council’s comments was uploaded to the CCC portal on 13 June 2018. The proposed dormer windows under the original application 18/00416 have been substituted with velux windows in the amended plans on 18/00842 so the parish council desire for frosted glass is withdrawn as this is no longer considered necessary for privacy and overlooking concerns. To clarify, the parish council has no comments on this amended application.
16	CA/18/01015 - Crow Park Farm, Molehill Road, Chestfield, CT5 3PB Removal of condition vi (occupancy) of planning permission CA/78/01090/FUL for the erection of one agricultural dwelling.	Cllr Fitzpatrick declared an interest in this planning application and did not take part in any discussion or make any comments. The parish council has no comments on this application.
17	CA/18/00947 - 27 Maydowns Road, Chestfield, CT5 3LL Proposed single-storey side & rear extension following demolition of existing garage.	The parish council has no comments on this application.

<p>18</p>	<p>CA/18/00989 - Meadowside, Chestfield Farm Court, The Drove, Chestfield, CT5 3NX Proposed double garage.</p> <p>“Meadowside” is the plot at the back of this development with the further attenuation pond at the back (not the property at the front fronting on to The Drove with the main attenuation pond at the front)</p>	<p>There are two issues that need to be addressed prior to, and should CCC be minded to grant planning approval in its current form :-</p> <p>1) The proposed double garage is to be built over the Main Surface Water Sewer to The Attenuation Pond. The garage is proposed to be built over a manhole cover with the drainage system directly underneath. Access is required to all manhole covers for all the residents of Chestfield Farm Court – an area liable to and at risk of flooding.</p> <p>2) Clear Access needs to be provided and maintained for mechanical plant etc to access the existing gate of The Attenuation Pond to ensure its future maintenance to avoid flooding of the properties on this site.</p> <p>We understand that all the residents of the Chestfield Farm Court development have a legal obligation to maintain the Attenuation Pond behind this applicant's house. There are large existing gates and an access currently wide enough to enable necessary plant vehicles to reach the pond for maintenance purposes. The proposed double garage cuts into the width of the access up to these gates and will cause problems with access to the pond in the future. This restriction on access is a concern to the parish council and to all the residents around – access is essential to properly maintain the pond and therefore maintain the drainage system necessary to serve this development. Chestfield Parish Council urge a rethink of the current proposal as it stands and suggest a re-siting of the garage within the applicant's curtilage and / or a reduction in the size of the proposed garage to overcome the two issues given here.</p> <p>The applicants came back to the parish council on 15 June and advised: Comment submitted date: Fri 15 Jun 2018</p> <p>As the owner of the property appertaining to the application, I must comment on the 2 adjoins owners concerns, as they are factually incorrect. The Right of Way in question is within the boundary of my property running parallel to the Northern boundary wall accessed by field gates at both ends, East and West. This ROW is primarily for the owner of the fields to the East of the property and maintenance of the pond if necessary by the owners of Chestfield Farm Court. The proposed siting of the garage will NOT impinge on this ROW and the Field gates will remain. The surface water manhole will be repositioned to the front of the proposed garage so access is maintained at all times. I have written to both the adjoining neighbours to clarify the above points which I trust will alleviate their concerns they raise. The small trees adjacent the boundary wall will remain but do affect access to some extent, but nothing within the covenant states whether they remain or be removed. I trust this gives you a formal insight as to the issues raised, if this should be a consideration in deterring the matter. I understand Blink Architecture have also informed you of the above acts.</p>
<p>19</p>	<p>CA/18/01017 - Wood Leas, Molehill Road, Chestfield, CT5 3PD Proposed single-storey rear extensions with rooflights following demolition of single-storey side extension.</p>	<p>The issues listed below need to be addressed prior to planning approval. The following comments were uploaded to the planning portal on 20 June 2018</p> <p>1) Filling in of drainage ditch along the East boundary There is a drainage ditch running the full length of the site's Eastern Boundary where all households presumably have riparian responsibilities for keeping the flow of water through it.</p> <p>At this application site, the drainage ditch has very recently had a 150mm diameter pvc pipe installed for the full length of the existing side extension,</p>

		<p>and then the ditch above it has been hardcore filled in over the pipe. This not acceptable and a 350mm diameter pipe, made of concrete and perforated/porous should have been used in construction along its entire filled length and which should be held in place with a proprietary ballast – the ditch should remain open for the remainder of its length. (We have reported this to CCC enforcement already and a case was created in May 2018 with Reference: ENF/18/00136 for a breach / alterations to the water ditch emanating in Molehill Road.)</p> <p>2) Slow worms One of our parish councillors has been advised that the ditch is also in fact a protected site for slow worms.</p> <p>3) Second access proposed Further details are required for the Molehill Road drainage ditch at the entrance of the property and the implications and treatment proposed over it for the proposed second access/egress. At present there is a current shared access drive with the neighbour property “Eynella”. The drawings suggest a proposed second new access over the ditch on the applicant’s land (on the Paddocks side of Molehill Road.) Molehill Road is very narrow at this point. Chestfield Parish Council suggests that Kent Highways be asked to comment on this as we are concerned about sufficient room for the in and out manoeuvring and other vehicles using Molehill Road either passing or holding occupants using the entrance/egress. Width restriction is not the only concern about this second proposed access – we need more detail about how the second access is to be created over the drainage ditch!</p> <p>4) Foundations for the new extension must not encroach on the ditch. On checking the portal documents, we don’t believe that there is a drawing showing the full proposals in context with a current site plan layout? Furthermore the drawings don’t match what’s actually existing – so essentially we cannot make proper sense of the proposal!</p> <p>In summary, we have grave reservations about the proposal in its current form and the impact on drainage and flooding on the surrounding properties. We urge enforcement action on the too narrow ditch pipe that has gone ahead and urge officers seek further information and further drawings and clarification on the rest of the proposal.</p>
20	CA/18/01089 - 64 Chestfield Road, Chestfield, CT5 3JH Proposed two-storey front extensions and first floor rear extension together with alterations to elevations, roof and boundary and single-storey side extension to car port.	Chestfield Parish Council is pleased to see the trees as you go into Willow Way are to remain. This should be the case. The parish council has no objection to the architectural treatment proposed.
21	CA/18/01225 - San Pol, Meadow Drive, Chestfield, CT5 3NR Proposed detached two-storey dwelling with associated parking following demolition of single-storey side extension.	This proposal is to demolish a side-attached single storey garage and then erect a very contemporary detached dwelling in the plot left in its place. The parish council had mixed feelings about the suitability of the design and materials in this location but felt that the decision and comments should be made by the city council planners and conservation officer.
22	CA/18/01198 Proposed dormer window to side elevation. 20 Longtye Drive, Chestfield, CT5 3NG	The parish council has no comments.
23	CA/18/01153 - Dogs Trust Canterbury, Radfall Road, Chestfield, CT5 3ER Proposed two-storey training building with re-configuration of car park following demolition of existing building.	The parish council has no comments.

24	CA/18/01246 - 18 Longtye Drive, Chestfield, CT5 3NG Proposed two-storey front & side and single-storey rear extensions.	Comments must arrive on or before 20 July 2018. A delegated authority was given to the Clerk and Cllr Fitzpatrick to look at this new application
25	CA/18/01302 - 3 Birkdale Close, Chestfield, CT5 3PY Proposed single-storey rear extension.	Comments must arrive on or before 20 July 2018. A delegated authority was given to the Clerk and Cllr Fitzpatrick to look at this new application
26	CA/18/01314 - Dormy Cottage, The Drive, Chestfield, CT5 3NW Proposed two-storey side extension with balcony to rear and single-storey rear extension together with dormer to front and rear elevations following demolition of garage.	Comments must arrive on or before 20 July 2018. A delegated authority was given to the Clerk and Cllr Fitzpatrick to look at this new application

FOR INFORMATION: view and comment on applications online at
<https://publicaccess.canterbury.gov.uk/online-applications/search.do?action=advanced>

Notifications

CA/18/00618 - Woodside, Molehill Road, Chestfield, CT5 3PD Proposed detached single-storey garage to front with storage above, following demolition of garage.	GRANTED by CCC
CA/18/00556/FUL - 33 Grasmere Road, Chestfield, CT5 3NA Single-storey rear extensions following demolition of store and conservatories	GRANTED by CCC
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.	REFUSED by CCC
CA/18/00776/FUL - 42 Maydowns Road Proposed two-storey side and rear extensions.	GRANTED by CCC
CA/18/00816 - 16 Plantation Road, Chestfield, CT5 3LG Proposed two-storey and single-storey side and rear extensions.	GRANTED
CA/18/00914 - Whitstable Service station, Thanet Way, Chestfield, CT5 3JB Proposed cafe/restaurant with drive through facility and associated parking.	WITHDRAWN

ENF/18/00136 – Wood Leas, Molehill Road

Enforcement Case created by CCC on 14 May 2018 following reports about:

Drainage issue - Description of alleged Breach: Alterations to the water ditch emanating in Molehill Road. (This is linked to the planning application above: CA/18/01017 - Wood Leas, Molehill Road, Chestfield, CT5 3PD - Proposed single-storey rear extensions with rooflights following demolition of single-storey side extension.

ENF /18 /00176 - Location of Breach: Land adj to 40 Grasmere Road, Chestfield

Description of alleged Breach: Rear garden encroaching on to Grasmere Pasture

This enforcement case was created on 14 June 2018. A letter dated 4 July 2018 advises that the planning department has concluded its investigation and could not establish a breach of planning control – the matter of 'land grabbing' would be a civil matter between the two parties concerned and not a matter for CCC to get involved in.