



## **AYLESHAM PARISH COUNCIL**

Minutes of **AYLESHAM PARISH COUNCIL** meeting held on  
**Tuesday 11<sup>th</sup> July 2023** at Aylesham House

### **SUBJECT TO CONFIRMATION AT THE NEXT MEETING**

#### **1. Those Present**

Cllrs J. Pout (Chair); K. Sutcliffe (Vice Chair); S. Bott; D. Garrity; L. Prescott  
D. Fleck; D. Miller; B. Oliver. Parish Clerk & RFO K. Robinson; Acting Assistant Clerk  
N. Purcell.  
Dover District Council Project Officer V. Scott; Dover District Council Community  
Development Officer N. Chester; Kent County Councillor S. Manion.  
One member of the public.

#### **2. Apologies for Absence**

Cllr G. Armstrong – personal reasons.  
PC Bensted.

#### **3. Declarations of Cllr Interests and any changes to the Register of Interest**

S. Bott – Aylesham Community Trust.  
B. Oliver – Aylesham Hub Ltd.

#### **4. To confirm the minutes of the previous meeting held on 13<sup>th</sup> June 2023.**

**Resolved:** It was proposed by S. Bott and seconded by D. Fleck that the minutes from the  
June 2023 Full Council Meeting are a true and accurate record.

**Outcome:** 7 votes in favour, 1 abstention. Motion carried.

#### **5. To report any Matters Arising (from the previous minutes not covered elsewhere on the agenda)**

Following on from minute number 15.1: Aylesham in Touch have been contacted about a  
proposed article regarding the Parish Council's attempt to get a pedestrian crossing on  
Dorman Avenue North, however no reply has been received as yet.

**The meeting was suspended for up to 15 minutes to allow discussion with members of the electorate of the Parish of Aylesham present at the meeting.**

**6. Public Representation (Notified to Clerk in advance of the meeting, agenda items only)**

See Appendices A and B.

*19.08hrs one member of public left the meeting*

**7. External Reports**

**7.1 County Councillor Reports**

See Appendix C.

**7.2 District Councillor Reports**

See Appendix D.

*S. Manion left the meeting 19:32hrs.*

**7.3 Dover District Council Community Development Officer**

See Appendix E.

**7.4 Kent Police**

PC Bensted hopes to attend a future Parish Council meeting and is happy to meet with the Parish Clerk in the interim, if needed.

*N. Chester and V. Scott left the meeting 19.36hrs.*

**8. Parish Clerk Report**

**8.1** Public Right of Way EE461/2 – between Kings Road and Cornwallis Avenue; overgrown hedges reported in May, and now lots of litter including food, broken glass and deceased hedgehogs. This was reported to Dover District Council on 26th June 2023.

**Outcome:** Noted by Council.

**8.2** Email received from resident regarding speeding vehicles along Cornwallis Avenue, and whether traffic calming measures could be placed on the road.

**Outcome:** To be discussed under agenda item 15.1.

**8.3** Correspondence received from ARCH – (Aylesham & Rural Community Heart) regarding their newly formed non-profit community organisation.

Parish Clerk responded to ARCH; both emails circulated to Council prior to meeting.

**Resolved:** It was proposed by D. Garrity and seconded by S. Bott that Aylesham Parish Council just note the email at this stage.

**Outcome:** All in favour, motion carried.

**8.4** Invitation received for Councillors from Aylesham Community Trust and Bechange to a Community Celebration (invite only) on Tuesday 18th July 2023.

**Outcome:** Councillors were emailed the invitation prior to the meeting. Councillors B. Oliver and D. Miller to represent Aylesham Parish Council. Parish Clerk confirmed that she had RSVP'd to Aylesham Community Trust and Bechange.

**8.5** Invitation received from D. Solley Parks and Open Spaces Manager at Dover District Council for a walkabout the Parish to identify areas of concern on Monday 10th July 2023. Councillors who attended gave the following update:

- On the whole, a very positive meeting.
- There will be a team based in Aylesham, and in preparation for this Darran needs to have a list from the Parish Council of any areas of concern/priorities. These have been identified so far as:
  - Jitties/footpaths around the Parish
  - Hedge from Saint Finbarr's Roman Catholic Church overhanging into Heritage Road/the bushes adjacent to the other side of the path.
  - The bush opposite the health centre/corner of Market Place and Queens Road.
  - Station Field including the area around Aylesham Train Station
  - Freddie's Field
  - Weeds in kerb stones

D. Solley was asked by Councillors in attendance to the walkabout to share a map/list of the teams' duties with the Parish Council.

**Resolved:** It was proposed by K. Sutcliffe and seconded by B. Oliver that the Parish Council contact Saint Finbarr's Church to request that they trim the overhang back from the hedge that is encroaching the footpath on Heritage Road.

**Outcome:** All in favour, motion carried.

## **9. Section 101 Delegated Authority- Any Items to note**

### **9.1 Trade Waste Collection Contract for Aylesham House**

**Outline:** Quotations sought by Parish Clerk. Biffa Waste Management was recommended to proceed on a 12-month contract at a cost of £43.33 per month plus VAT, based on a fortnightly collection. One 240L refuse bin, and one 240L mixed recycling bin provided by Biffa Waste Management is included in this price.

**Councillor responses:** 7 Councillors supported to approve; two Councillors did not respond.

**Outcome:** Approved to proceed with Biffa Waste Management waste collections contract as outlined above.

## 9.2 Advertising Agreement Application

**Organisation:** Aylesham4Aylesham

**Event:** Summer Fayre July 2023

**Location:** Market Square

**Advertising details:** One banner on the footpath entrance railings on the north side (opposite Dorman Avenue North). One banner on the footpath entrance railings on the south side (opposite Dorman Avenue South).

**Councillor responses:** Four Cllrs responded in support, including the Chair and Vice Chair.

**Outcome:** Permission granted via Section 101 Delegated Authority.

## 10. Finance

### 10.1 To approve July 2023 payments:

| Payee                                                                                                                       | Expenditure                                                                                                     | Invoice No. | Net     | VAT     | Total     |
|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-------------|---------|---------|-----------|
| Staff Expenses – Parish Clerk                                                                                               | July Expenses – HP Instant ink                                                                                  | July 2023   | £13.74  | £2.75   | £16.49    |
| Staff Expenses – Acting Assistant Clerk                                                                                     | Mileage to Park Site Visits June (Recreational Committee) 13.35 miles @ 0.45p per mile                          | N/A         | £6.00   | N/A     | £6.00     |
| Staff Expenses – Caretaker                                                                                                  | Park Inspections Mileage June (4 weeks) 4.3 miles per week at 0.45p per mile                                    | N/A         | £7.74   | N/A     | £7.74     |
| HM Revenue & Customs                                                                                                        | PAYE & NI July 2023                                                                                             | 2403        | £374.13 | N/A     | £374.13   |
| Safeplay Playground Services Ltd                                                                                            | Supply and replace Skatelite sheets (two) Skate Park                                                            | 24189       | £840.00 | £168.00 | £1,008.00 |
| Fire Security Services Limited                                                                                              | Annual Fire Extinguisher Service Replacement of 1x Water Fire Extinguisher 3x Carbon Dioxide Fire Extinguishers | 144156      | £238.10 | £47.62  | £285.72   |
| <b>Approved expenditure that has been paid since the last Full Council Meeting (June 2023) as per Financial Regulations</b> |                                                                                                                 |             |         |         |           |
| Envisage Groundcare Ltd                                                                                                     | June Invoice (Grounds Maintenance) plus Aylesham House office clearance                                         | 1366        | £853.00 | £170.60 | £1,023.60 |

|                                                    |                                              |                               |         |        |         |
|----------------------------------------------------|----------------------------------------------|-------------------------------|---------|--------|---------|
| UK Safety Management Ltd                           | Annual PAT Testing<br>Aylesham House         | 913918                        | £158.98 | £31.80 | £190.78 |
| Greg Brown<br>Brown's Locks,<br>Doors &<br>Windows | Aylesham House<br>window key<br>replacements | 12 <sup>th</sup> June<br>2023 | £28     | N/A    | £28     |

**Resolved:** It was proposed by S. Bott and seconded by D. Fleck that the July 2023 Payment Schedule be accepted.

**Outcome:** All in favour, motion carried.

### 11. Recreational & Facilities

**11.1** June Committee Minutes circulated to all Councillors and available on website. Next meeting date 18<sup>th</sup> July 2023.

### 12. Planning, Environment & Transport Committee

**12.1** June Committee Minutes circulated to all Councillors, and available on website.

The July meeting will not be quorate so will therefore be cancelled; the next Committee meeting is now 29th August 2023. Notices placed on both the website and noticeboard.

**12.2** Committee invite to a Teams meeting with Persimmon Homes, Kent County Council Public Rights of Way Officer, Dover District Council Officers, and District Councillor: Monday 17th July 14.00hrs to discuss Public Rights of Way in development parcels 7&8 (between Burgess Road and Kings Road).

**Outcome:** D. Fleck and S. Bott attending. Unable to attend: D. Miller, G. Armstrong.

**12.3** Dover District Council Planning Application: Reference 23/00805

**Proposal:** Variation of Condition 2 (approved plans) to allow amendments of planning permission DOV/20/00600 (application under Section 73) (Erection of a two-storey rear extension)

**Location:** 62 Milner Crescent, Aylesham CT3 3BJ

**Outcome:** Dover District Council notified Aylesham Parish Council that the application was withdrawn on 5th July 2023.

### 13. To discuss and consider any updates in relation to Aylesham House

- Parish Clerk updated Council about the meeting that took place with Manse Designs Ltd on 6th June 2023.
- Manse Designs Ltd recommended that Dover District Council Building Control be used for the building control stage. It was advised to have a pre-application advice meeting to be held with them, so it is known what details and information Building Control require. This is a serious stage which will require swift responses and action. Once this is complete, the Council can then go out to tender.

- As a separate note, Dover District Council have said that they do not have any record of the existing ground floor side extension. It was confirmed that Aylesham Parish Council purchased the building from Dover District Council in 1981, with the existing ground floor side extension already in situ.

#### **14. Aylesham Development**

##### **14.1 To discuss and note the Dover District Council Meeting Notes from the Aylesham Development Update Meeting with Dover District Council, Persimmon Homes and BDW Homes: 6<sup>th</sup> June 2023.**

- Notes have been circulated to Councillors.
- It was noted by Council that it was disappointing to see the Derwent Way Public Right of Way lighting project by Persimmon Homes has stalled again, Councillors requested that this is investigated.

##### **14.2 To receive any updates on the Demand Responsive Bus Service**

No updates.

##### **14.3 To receive any updates on the Market Square Lighting Project**

Awaiting UK Power Networks in relation to the feeder pillar connection.

##### **14.4 To discuss any new or existing issues**

No reports/concerns received from residents.

#### **15. Highways Improvement**

##### **15.1 To discuss the Highways Improvement Plan**

- The Parish Clerk advised Council to think about the Highways Improvement Plan for the year and what their priorities are; and in what order – to discuss again in August and finalised by September.
- Resurfacing of Cooting Road needs to be added to the Highways Improvement Plan, if Council wish to.
- Parish Clerk noted to Council that the road surface on Cripps Close is also extremely poor, she believes there are other roads in the Parish that may have inadequate surfacing.
- As per agenda item 8.2 a resident has written in to Council regarding the speed of the traffic in Cornwallis Avenue and requested traffic calming on the road. Parish Clerk asked Council to consider this in their revised Highways Improvement Plan.

.

#### **16. Spinney Wood**

##### **16.1 To receive any updates from White Cliffs Countryside Partnership**

- No updates received from White Cliffs Countryside Partnership.
- A resident has written to the Parish Clerk that there were motorbikes and a campfire in the wood on Saturday 8<sup>th</sup> July. This was reported to the White Cliffs Countryside Partnership.

#### **17. To discuss Aylesham Parish Council Four Year Objectives**

- An email was circulated to Councillors prior to the meeting with examples from other Parish and Town Councils.
- Parish Clerk to distribute examples of Neighbourhood Plans for Council to look at.

#### **18. To consider a joint drop-in session for Parish Councillors and Dover District Council Community Development Officer**

An email was circulated to Councillors prior to meeting. N. Chester Dover District Council's Community Development Officer for Aylesham has invited Aylesham Parish Councillors to attend the monthly drop-in session at Bechange with him. This is held on the last Friday of each month 10am-12pm. N. Chester hopes this will become a "one stop shop" again with Kent Police also in attendance.

**Resolved:** It was proposed by K. Sutcliffe and seconded by B. Oliver that Aylesham Parish Council ensure that a Councillor attends each session.

**Outcome:** All in favour, motion carried.

#### **19. To discuss proposals for a Aylesham Centenary Committee**

Parish Clerk read aloud the advice received from the Independent Internal Auditor (who had agreed with Kent Association of Local Councils Legal Officer):

"The Council can seek to set up a Working Party involving "non-Councillors" to consider the "ideas" which would report back to Full Council. The Working Group would not be serviced by Staff, Councillors would therefore take the lead in convening the Working Group.

A Committee could be set up but there is no budgetary provision for this in 2023/2024. A Committee would be overseen by Councillors, "non-Councillors" and a member of staff with Terms of Reference.

**Resolved:** It was proposed by D. Garrity and seconded by B. Oliver that the council form a Working Group to generate ideas to form a proposal to bring back to Full Council at a later date.

**Outcome:** All on favour, motion carried.

Councillors S. Bott, K. Sutcliffe, D. Garrity and B. Oliver volunteered for the Working Group.

#### **20. Next Meeting Date; Tuesday 8<sup>th</sup> August 2023.**

#### **21. Items for next Agenda**

Council to note that August Agenda items requests to are to be emailed to the Parish Clerk no later than 10 working days prior to any meeting; together with a report for consideration.

- **Meeting Closed 21:20pm** -

-

*It has been agreed by Council that these minutes are a true and accurate record.*

*Signed (Chair).....*

*Date.....*



## **Aylesham Parish Council July 2023 Appendices**

### **Appendix A:**

Public Representation – Local Resident.

- Concerns regarding the junction of Cooting Road/B2046 and the buses having to overhang the other side of the road when turning. The resident expressed that despite being told that the junction width meets legal requirements, they feel that the road is not wide enough for requirement.
- The wall of a factory overhangs the footpath on Cooting Road.
- Reiterated that they felt it was crucial that a crossing is installed on Dorman Avenue North and note that 'SLOW' had been spray painted onto the road.

Cllr Pout responded to the resident's concerns:

- The Parish Council have been fighting for a crossing and have been in talks with Kent County Council about this for some time, but they have rejected the request.
- Cllr Pout invited the resident to stay for the remainder of the meeting so they may hear the discussions the Parish Council have, which in fact echo many of the concerns the resident raised.
- Resident was given Kent County Councillor Manion's contact details.
- The Parish Council will write to the resident.

### **Appendix B**

Dover District Councillor Project Officer- V. Scott

- Developers are back on site at Station Field.
- Cooting Road (Parcel 9) = 48 dwellings. Completion date of March 2024
- Ratling Road (parcel 3) = 97 Dwellings. Completion date of May 2024
- Station Field - Completion date early 2026. Main concerns recently from developers is security for the site, following the recent vandalism of the fencing that was erected.
- Concerns from residents that delivery vehicle have been accessing the site via Bell Grove. Signage is in place to prevent this.
- The developers are mindful of the dust the development may cause and have several levels of mitigation measures they can implement if needed.
- Allotments off of Ratling Road are with planning.
- Shop front grant scheme has received 3 applications.
- Attlee Avenue/Cripps Close has the CCTV column up.
- Moving forward V. Scott will be in Aylesham 1x day a week- happy for contact details to be shared with residents.

### **Appendix C**

Kent County Councillor S. Manion

- Kent County Council continue to find themselves in a difficult financial situation, with projections looking likely for a second year of overspends.
- To make cuts, it is likely that there will be closures to both the Sandwich and Deal waste sites.
- There will be a consultation on the need for Community Wardens.

### **Appendix D**

Dover District Councillor J. Pout

- Dover District Council will strongly argue against the closure of the two proposed waste sites. This will cost residents more to dispose of their waste, will increase incidents of fly tipping and goes directly against Kent County Council's own policy.
- Residents are encouraged to report any lorries accessing the development incorrectly to Dover District Council.

### **Appendix E**

Dover District Council Community Development Officer N. Chester

- The area behind the fire station at Cripps Close has now been cleared. Dover District Council will now look at what to do moving forward to prevent the area from becoming so neglected in future.
- There have been some Anti-Social Behaviour issues in the village that are ongoing with Kent Police.
- Mears Group are kindly painting the Aylesham Carnival owned sign at the entrance to the village Dorman Avenue North.
- N. Chester will be working in conjunction with Aylesham & Rural Pantry to obtain food donations for stock.