



AYLESHAM PARISH COUNCIL

Notice of Meeting

I hereby summon you to a **MEETING of AYLESHAM PARISH COUNCIL** to be held at **Aylesham House** on **Tuesday 11th October 2022 at 19.00pm**

Notice dated 4th October 2022

K. Robinson Parish Clerk & RFO of the Parish Council

Business to be transacted

One minute silence in memory of HM Queen Elizabeth II

1. Those Present
2. Apologies For Absence
3. Declaration of Interest

To receive any declaration of interest from Members in respect of business to be transacted on the Agenda.

4. Minutes of Previous Meeting; August 2022, September 2022 Extraordinary
5. Matters Arising (from the previous minutes not covered elsewhere on the agenda)

Meeting is 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)
7. External Reports
 - 7.1 County Councillor Report
 - 7.2 District Councillor Report
 - 7.3 DDC Aylesham Community Development Officer
 - 7.4 Police Report

Parish Council Meeting Resumes

8. Parish Clerk Report (Correspondence, page 4)
9. Section 101 Delegated Authority (items to be noted by Council, see pages 5-8)
10. Recreational & Facilities
 - 10.1 Grounds Hiring Agreement Aylesham 4 Aylesham Christmas tree and hedgerow lighting

10.2 Grounds Hiring Agreement Aylesham 4 Aylesham Christmas Event (lights switch on)

10.3 Market Square (any matters or updates)

10.4 Attlee Avenue Play Park - Confidential to be held under the Public Bodies (admission to meetings) Act 1960

10.5 Skate Park (any matters or updates)

10.6 Snowdown Recreational Field (any matters or updates)

11. Finance, Audit & Personnel

11.1 October 2022 Electronic Payment Schedule approval (page 9)

11.2 Quarter 2 July – September 2022 Accounts

11.3 Annual Governance & Accountability Return 2021/2022

11.4 Staff Matters - Confidential to be held under the Public Bodies (admission to meetings) Act 1960

11.5 Aylesham Heritage Centre Grant Application 2022/2023

12. Planning

12.1 Dover District Council Planning Application 22/00522

Proposal: Change of use of land to kitchen garden, erection of garden room/office, fencing, gates and retrospective siting of storage container.

Location Aylesham Neighbourhood Project, Veranda Building, Ackholt Road, Aylesham

12.2 Dover District Council New Local Plan

13. CCTV (updates)

14. Aylesham Development

14.1 Aylesham Development Update Meeting held on 4th October 2022

- PROW Derwent Way lighting
- Hill Crescent (former play park area)
- Allotments – planning update
- Attlee Avenue Play Park – new play equipment
- Dorman Avenue North Flooding
- Footpath to St Joseph's School
- Hopper Bus
- Bicycle Racks
- Market Square Lighting Project
- DDC Shop Front Grant Scheme
- S106 Update

14.2 Allotments – Formal decision by Council required

14.3 Any new issues arising

15. Aylesham House (any updates)

16. Highways Improvement Plan (any updates, B2046 Speed Reduction)

17. Car Park (Dorman Avenue North)

- 18. Spinney Wood**
 - 18.1** Litter bin by entrance near to Wilcox Close
 - 18.2** Any updates
 - 18.3** Any new items to report
- 19. Bus Services (bus cuts, overcrowding at peak school times)**
 - 19.1** Bus cuts
 - 19.2** Overcrowding at peak school times
- 20. Remembrance Day 2022**
- 21. Christmas Events**
- 22. Motion from Councillor Pout – Councillor Email addresses on website**
- 23. Councillor Co-option**
- 24. Next Meeting Date**
- 25. Items for next Agenda**

This notice must be sent by email to every Councillor three clear days before the meeting.

For members of the public:

Anyone wishing to speak on an item must contact the Clerk, in advance of the meeting by email no later than 4pm on the day of the meeting: clerk@ayleshampc.co.uk

www.ayleshampc.co.uk

Agenda Item 8. Parish Clerk Report

8.1 Email from resident regarding the number 96 and number 95 buses, and number 86 and 89 that come to Aylesham have been failing to pick up children who use the bus to get to their schools/and home due to being full and overcrowded. If children do manage to get on the bus, some are left standing for example from Aylesham to Sandwich for the entire journey. The resident has asked for the Parish Council's help with this matter.

8.3 Complaint regarding the overgrown entrance flower beds to Market Square received.

8.4 Resident reported large log barrier removed from Spinney Wood, near to Wilcox Close entrance.

8.5 Christmas Tree 2022

8.6 Hawthorn tree on Boulevard Courrieres that has been there since probably before the village was built has been chopped down. Resident and many others are extremely upset about this. In addition, in the past couple of years 4/5 trees have been felled on Boulevard Courrieres, some perhaps diseased. No effort has been made to replace them. Does the Council have any plans to replace these trees? The resident would assist in cost and/or raising of funds, in particular for a replacement Hawthorn tree.

8.7 Reports from two residents that one of the skate ramps has lifted, causing a potential hazard to users.

8.8 Kent County Playing Fields Association annual subscription of £20 now due.

The Kent County Playing Fields Association was formed in 1926 and its fundamental objective throughout has been to ensure that there are adequate facilities for recreation in every city, town and village in Kent and to encourage the provision, improvement, retention and use of playing fields, children's playgrounds and other recreational centres. In pursuit of this objective, the Association will co-operate with such organisations and groups as necessary to secure the provision of new facilities and to safeguard existing facilities that may be under threat. Supporting the Association.

Agenda Item 9. S101 Delegated Authority (to be noted by Council): September & October

9.1 Aylesham & District Community Workshop Trust Grounds Hire Agreement Application:

To place banners on both entrances into the Market Square, advertising the “We are Aylesham Village History Event 2022” on Friday 16th September 2022. They wish for banners to be placed from 27th August to 19th September 2022.

Outcome: Three Councillors were in support of this. Two Councillors did not reply. One had a Declaration of Interest and therefore could not be included in this decision. As three Councillors gave support for this Therefore, under S101 Delegated Authority permission was given to Aylesham Hub Ltd.

9.2 Dover District Council Planning Application: 22/00879

Proposal: Erection of single and two storey rear extensions

Location 49 Milner Crescent, Aylesham CT3 3BH

Outcome: Four Councillors responded to submit “no comments”. Two Councillors did not respond. S101 Delegated Authority response with “no comments” was submitted to DDC.

9.3 Dover District Council Planning Application: 22/00842

Proposal: Erection of an outbuilding for storage use

Location: 64-66 Cornwallis Avenue, Aylesham CT3 3HQ

Outcome: Four Councillors responded to submit “no comments”. Two Councillors did not respond. S101 Delegated Authority response with “no comments” was submitted to DDC.

9.4 Dover District Council Planning application 22/00805:

Proposal: To install two windows to ground floor side elevation.

Location: 46 Cornwallis Avenue, Aylesham.

Outcome: Four Councillors responded to submit ‘no comment’. Two Councillors did not reply. As four councillors provided responses, “No Comment” was submitted as the Parish Council’s response under s101 Delegated Authority.

9.5 Aylesham & District Community Workshop Trust CEO would like to arrange an initial meeting with the Parish Council to begin to explore how best they can develop a partnership with Aylesham Parish Council.

Outcome: Three councillors responded in support. Three did not respond. The initial meeting with the Chair of the Parish Council and Parish Clerk will be arranged using S101 Delegated Authority. No decisions will be made at the initial meeting, any decisions will be made at Full Council by all Councillors.

9.6 Dover District Council Planning Application 20/00693:

Proposal: Erection of a three-storey residential block comprising of 21no. self-contained flats, a drinking establishment and associated parking, formation of additional access

Location: Aylesham Sports Club, Burgess Road, Aylesham.

To decide if APC wish to attend to speak on the matter, which is being discussed at DDC's Planning Committee meeting on 15th Sept at 6 pm.

Outcome: One Councillor responded to say they could not attend, no other responses received from Councillors therefore no decision was made.

9.7 Proposed Community Litter Pick at the Skate Park

DDC would like to work with the Parish Council to highlight the litter issues at the skate park play area/surrounding land on Station Field. S101 sent to Councillors in order for Aylesham Parish Council to be in agreement to this, and whether any councillors are available to attend. DDC Community Officers, District Councillors also invited to attend.

Outcome: Two councillors were in agreement and able to attend. A further three responded in agreement but are unable to attend, one Councillor did not respond. Therefore, confirmation was sent to DDC using S101 Delegated Authority that Aylesham Parish Council are in support and some Councillors will attend to partake in the litter pick.

9.8 Dover District Council Planning Application 22/01126

Proposal: Erection of detached annexe

Location: 40 Kings Road, Aylesham. Erection of a detached annexe.

Outcome: Three Councillors responded to submit 'no comment'. Three did not reply. As four councillors responded, "No comment" was submitted as the Parish Council's response under S101 Delegated Authority.

9.9 Event Management Plan and supporting documents for Remembrance Day

To check and agree the Event Management Plan, Risk Assessment and Road Closure Information to submit to DDC alongside the Insurance documents, for the Remembrance Day parade followed by service in Market Square on 13th November 2022.

Outcome: Three Councillors responded approving the documents after amendments. Three Councillors did not respond. The documents were approved and submitted to Dover District Council using S101 Delegated Authority.

9.10 September Payment Schedule

To approve the payment schedule for September 2022.

Outcome: Three councillors responded in approval. Three did not respond. Therefore, the September 2022 payment schedule was approved using S101 Delegated Authority.

| Payee | Expenditure | Invoice Number | Net | VAT | Total |
|------------------------------------|---|----------------|---------|---------|-----------|
| Envisage Groundcare Ltd | August 2022 Grounds Maintenance | 1194 | £958 | £191.60 | £1,149.60 |
| Safeplay Playground Services Ltd | Skate Park and Snowdown Play Park. Carry out annual inspection of play equipment, safety surfacing and ancillary items, and engineers report. | 21389 | £320 | £64 | £384 |
| Safeplay Playground Services Ltd | Skate Park Fence – Supply and install 141m of galvanised bow top play approved fencing, plus two self-closing pedestrian gates | 21433 | £12,915 | £2,583 | £15,498 |
| Christopher Cooney | Aylesham House Window Cleaning (bi-monthly) | 141 | £35 | £0 | £35 |
| Kent Association of Local Councils | Playground Inspection Course | 438810479 | £66.67 | £13.33 | £80 |
| PKF Littlejohn LLP | Limited assurance review of Annual Government & Accountability Return for year ended 31 st March 2022 | SB20221697 | £400 | £80 | £480 |

9.11 Aylesham Shop Front Grant Scheme

To submit comments on the proposed grant scheme to DDC.

Outcome: Four Councillors responded supporting the need for shops in Cornwallis Avenue to be eligible for this scheme. In addition, councillors questioned why the cap has been set at a maximum £3k per applicant when there's a £100k budget (this means 33 people could apply) when there's only 15 shops listed. A larger maximum therefore would seem sensible. In addition, a number of these shops are franchised and would be unlikely to apply. Two Councillors did not reply. Therefore, these comments have been submitted to DDC using S101 delegated authority.

9.12 New Local Plan: Indoor Sports Facility Strategy Consultation

To respond to the Indoor Sports Facility Strategy Consultation.

Outcome: Two Councillors gave responses to questions asked, a third Councillor agreed with these. Three Councillors did not respond.

The consultation was responded to using S101 Delegated Authority and will be published on the DDC New Local Plan website shortly.

Agenda Item 11.1 October 2022 Electronic Payment Schedule:

| Payee | Expenditure | Invoice Number | Net | VAT | Total |
|----------------------------|---|-----------------------|------------|------------|--------------|
| Envisage Groundcare Ltd | September 2022 Grounds Maintenance | TBC | TBC | TBC | TBC |
| Ovenden Allworks Ltd | Install 2nr. Cycle stands | 2718 | £1,116 | £223.20 | £1,339.20 |
| Ovenden Allworks Ltd | Car Park surfacing. | 2719 | £3,854.84 | £770.97 | £4,625.81 |
| J9 Ltd T/a Barriers Direct | 2 nr. Bicycle stands | 244849 | £122.48 | £24.50 | £146.98 |
| Caretaker Expenses | Mileage to Playground Inspection Course | N/A | £6.15 | N/A | £6.15 |