



AYLESHAM PARISH COUNCIL

Minutes of **AYLESHAM PARISH COUNCIL** meeting held on
Tuesday 12th September 2023 at Aylesham House

SUBJECT TO CONFIRMATION AT THE NEXT MEETING

1. Those Present

Cllrs S. Bott (Chair); D. Garrity; L. Prescott; D. Fleck; D. Miller; B. Oliver; G. Armstrong.
Parish Clerk & RFO K. Robinson; Acting Assistant Clerk N. Purcell.
Dover District Councillor J. Pout. No members of the Public were present.

2. Apologies for Absence

K. Sutcliffe (Vice Chair)- personal reasons; Dover District Council Officers V. Scott & N. Chester;
Kent County Councillor S. Manion.

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

None.

4. To confirm the minutes of the previous meeting held on 8th August 2023.

Resolved: It was proposed by G. Armstrong and seconded by L. Prescott that the minutes of the meeting held on the 8th of August 2023 are a TRUE and ACCURATE record.

Outcome: All in favour, motion carried.

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

None.

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)

None.

7. External Reports

7.1 County Councillor Reports

S. Manion - *See appendix A.*

7.2 District Councillor Reports

J. Pout- *See appendix B.*

7.3 Dover District Council Community Development Officer

None – apologies received.

7.4 Kent Police

PC Bensted was invited to attend this meeting regarding motorbikes, or a colleague if PC Bensted was unable to; twice. No response to either email received.

There is the quarterly Kent Police District Town and Parish Meeting to be held on Wednesday the 20th of September at 5:00pm Councillors Prescott and Armstrong are to attend to represent the Parish Council and answer ask the following questions:

- What is the planned Police presence in Aylesham & Snowdown moving forwards?
- Can the evening patrol be stepped up to combat Anti-social behaviour in the evenings? Particularly motorbikes.
- What plans do Kent Police have for dealing with unlicensed/uninsured motorbikes in the parish?

Parish Council Meeting Resumed

8. Parish Clerk Report

8.1 Complaint received from resident regarding speeding buses along Kings Road and Queens Road.

Resolved: It was proposed by B. Oliver and seconded by L. Prescott to raise any concerns regarding the buses with Stagecoach at the September Planning Committee meeting.

Outcome: All in favour, motion carried.

8.2 Resident reported overgrown hedges on the footpath between Cornwallis Avenue and Kings Road.

Actioned: Reported to Dover District Council.

8.3 Cooting Road concerns regarding the poor and inadequate road surface have been raised with Kent County Cllr S. Manion. The Parish Clerk has asked Cllr Manion to seek an update on this from Kent County Council Highways for Aylesham Parish Council - awaiting response.

8.4 Cripps Close resurfacing reported to Kent County Council. Parish Clerk will monitor and raise with Kent County Cllr Manion if necessary.

8.5 Complaint received from resident regarding a property on Dorman Avenue North that has lots of general waste and broken furniture in the garden. The resident has written twice to the Aylesham Housing Officer at Dover District Council but has not received a reply.

Actioned: Complaint sent to District Cllr Pout to look into with Dover District Council.

8.6 Residents reported motorbikes driving dangerously and at speed on Cornwallis Avenue, and Ackholt Road. Motorbikes appear to be modified as the noise is horrendous and disturbs residents every evening.

Actioned: Residents encouraged to contact Kent Police to report every single incident. Parish Clerk has contacted Kent Police Beat Officer PC Bensted about these incidents and previous complaints received and asked him or a colleague to attend the September Full Council meeting.

8.7 Roses Tea Room & Thrift Shop have had anti-social behaviour within their grounds over the past few weeks. All incidents have been reported to Kent Police.

Actioned: Roses Tea Room & Thrift Shop were sent Aylesham Parish Councils' Subject Access Request Form to complete in order for CCTV to be checked, the application is yet to be received.

Parish Clerk advised Council that there is a gap between the hedgerow and the former bin store area, which is a security risk to Aylesham House. She therefore advised for the fence to be moved right up to the boundary with the pavement and extended thereby removing the gap, and a quotation for this had been obtained.

Resolved: It was proposed by D. Garrity and seconded by G. Armstrong to accept the Christopher Punyer Fencing Services quote of £390.50 excluding VAT to close the access gap.

Outcome: All in favour motion carried.

9. Section 101 Delegated Authority

None.

10. Finance, Audit & Personnel Committee

10.1 September 2023 Payments:

Payee	Expenditure	Invoice No.	Net	VAT	Total
Staff Expenses – Parish Clerk	September Expenses – HP Instant ink	September 2023	£13.74	£2.75	£16.49
Staff Expenses – Caretaker	Park Inspections Mileage August (5 weeks) 4.3 miles per week at 0.45p per mile	N/A	£7.74	N/A	£7.74
Envisage Groundcare Ltd	August 2023 Grounds Maintenance & Snowdown Park Play Equipment Jet Washing	1434	£1,188	£237.60	£1,425.60
Approved expenditure that has been paid since the last Full Council Meeting (August 2023) as per Financial Regulations					
Bechange	Annual Drop-In Sessions Funding 23/24	N/A	£6,000	N/A	£6,000

Resolved: It was proposed by D. Fleck and seconded by D. Garrity that the September 2023 payment schedule be approved.

Outcome: All in favour motion carried.

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

Resolved: It was proposed by D. Fleck and seconded by B. Oliver to defer this item until the October meeting.

Outcome: All in favour motion carried.

11. Recreational & Facilities

11.1 Market Square – outcome of pest control visits

Acting Assistant Clerk updated Council that pest control had visited the Market Square twice, once to place bait traps in the hedgerows and the second visit to collect the traps and assess. The pest control contractor advised that there was no evidence of a rat infestation, or rats nests, and only one of the traps had any evidence of the bait being eaten. Council can contact the pest control company again for another one if treatment if they deem necessary at a later date.

12. Planning, Environment & Transport Committee

12.1 Dover District Council Planning Application 23/00951

Proposal: Approval of Reserved Matters relating to layout, scale, appearance, access and landscaping for 39 residential dwellings on Phase 3 Parcel 1, together with details for conditions 2, 21, 22, 35, 37, 38, 39, 42 and 44 pursuant to outline planning permission: 19/00821.

Location: Phase 3, Parcel 1, Land at Aylesham Village Expansion North of, Dorman Avenue North, Aylesham.

Actioned: Aylesham Parish Council's Planning Committee have considered this application at their August meeting. Full Council are therefore now required to ratify their proposed consultee response to Dover District Council.

Resolved: It was proposed by G. Armstrong and seconded by D. Fleck that Aylesham Parish Council wish to **OBJECT** to the above application on the following grounds:

This development phase is an independent application (not an existing developer BDW Homes and Persimmon Homes) and therefore there is no S106 Agreement.

An "informal play area" has been placed on the Site Plan right next to a highway.

On the 4th September Kent County Council Senior Archaeological Officer Consultee response noted the following: *"the overarching outline consent includes pre-commencement condition (20) relating to the sites archaeological interest. As far as we are aware this condition remains outstanding for this phase and development should not commence until condition 20 has been addressed."* - Aylesham Parish council Concur with this statement.

Transport Statement:

- a. The document details the 'promotion of walking and cycle routes'- Aylesham Parish Council would like further details of this, especially given the council's concerns regarding Ratling Road. For example, the national Cycling Route has no additional provisions being made and joins Ratling Road, which is narrow.
- b. The document states that the 89 goes from Dover- Canterbury, this is incorrect.
- c. The document discusses the 'Supermarket' situated in Aylesham: The committee would like to query this, as there are 'convenience shops' such as the Co-Op and Londis, but these are not sufficient for the population size of the Parish.
- d. (Para 2.6.2) states that *"no collisions have occurred within the study area in the latest five-year study year period."* This includes the junction with Ackholt Road, and the committee dispute this statement.
- e. (Para 3.2.3) states *"improvements will be made to Ratling Road as part of the wider development in the area and these include the widening of Ratling Road."* The committee question if this includes the new development area?
- f. (para 3.4.3) states that *"Electric Vehicle (EV) parking will be provided in line with the standards set out within the Building Regulations Part S."* - The Committee would like clarification if this is will be available on all properties given the plans to eradicate deiseal vehicles by 2040?

- g. (para 4.1.5.a) goes on to state that applications for development should *“Give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitating access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;”*

The committee feel that the development does not wholly comply with this. A prime example is the poor access to the train station.

Site Block Plan

The committee noted that the amount of open space is large and would like clarification on who is responsible for the maintenance of these areas- or what is proposed to be there- as they feel the ‘wild meadow’ areas in other parts of the village do not work as intended.

Homes

The committee would like to see at least 4 out of the 39 homes fully accessible, in compliance with accessible standards.

PROW Officer Comment

The PROW team *“welcome and agree the proposed footway on Ratling Road and pedestrian crossing to link to Public Footpath EE286A. Will this footway run to the junction with Public Footpath EE288 which is to be improved through other Phases of the development and takes pedestrians (via connections with PROW network) to the facilities of Aylesham.”*

– The committee support this comment.

Also, to request that District Cllr Pout ‘call in’ this application.

Outcome: All in favour, motion carried.

12.2 Dover District Council Planning Application 23/00980

Proposal: Approval of Reserved Matters relating to layout, scale, appearance, access and landscaping for 39 residential dwellings on Phase 3, Parcel 1 together with details for conditions 24, 25, and 32 pursuant to outline planning permission 19/00821.

Location: Phase 3 Parcel 1, Land for Aylesham Village Expansion North Of, Dorman Avenue North, Aylesham.

Actioned: Aylesham Parish Council’s Planning Committee have considered this application at their August meeting. Full Council are therefore now required to ratify their proposed Consultee response to Dover District Council.

Resolved: It was proposed by D. Garrity and seconded by G. Armstrong that Aylesham Parish Council **OBJECT** to the above application on the following grounds:

Aylesham Parish Council concur with Kent County Council’s Flood and Water Management consultee response below:

“The LLFA view that there is presently insufficient information submitted to recommend the discharge of condition 32 related to the provision of a sustainable drainage scheme.

We would therefore recommend the application is not determined until further details have been provided for review.

As a minimum, a discharge of conditions application for the submission of a sustainable drainage scheme must comprise:

‘For construction’ drainage layout drawings, annotated with pipe numbers, manhole cover and invert levels and key drainage features (such as attenuation devices, flow controls, soakaway locations etc.). General arrangement drawings of key drainage features or structures should also be provided.

Information to support any key design inputs (e.g. greenfield and / or brownfield run-off rate calculations, ground investigation logs and infiltration test results (where applicable) and phasing plans (where applicable)).

Where there is any exceedance of the drainage network above the 30 year event, an exceedance plan should be provided illustrating where exceedance occurs and the extent and depth of flooding. Exceedance must be controlled within the site boundary.

A description of the measures included within the drainage scheme to manage the quality of surface water runoff so that the receiving surface waters and / or groundwater are adequately protected against pollution.

Calculations should include a percentage allowance for urban creep where whole site area is not assessed in the calculations and it is assumed that soft landscaping areas are discharging surface water to ground.

We would highlight the importance of submitting sufficient detail to fully address the requirements of the conditions being discharged.”

Also, to request that District Cllr Pout ‘call in’ this application.

Outcome: All in favour, motion carried.

12.3 Dover District Council Planning Application 23/00975

Proposal: Approval of Reserved Matters for strategic infrastructure Phase 2b. 11 pursuant to outline permission 19/00821

Location: Phase 2b.11 (Dorman Avenue South), Aylesham Village Expansion, Aylesham.

Resolved It was proposed by B. Oliver and seconded by G. Armstrong that Aylesham Parish Council submit “no comment”.

Outcome: All in favour, motion carried.

12.4 Dover District Council New Local Plan Examination Correspondence

Inspectors will be holding hearing sessions for the Dover District Council New Local Plan over four weeks. Week two, hearing day 6, AM sessions are regarding SAP25 (Aylesham Development Area), SAP 26(Land South of Aylesham), and SAP27 (Land at Dorman Avenue).

Date: Wednesday 22nd November 2023 09.30am-13.00pm

Location: Dover District Council Offices, White Cliffs Business Park, Whitfield.

Resolved: It was proposed by B. Oliver and seconded by G. Armstrong that Cllr D. Fleck attend to represent Aylesham Parish Council.

Outcome: All in favour, motion carried.

12.5 Dover District New Local Plan Future Planning Applications

Councillors expressed concerns after noticing geological surveys and traffic counts on farmland around the Parish.

Resolved: It was proposed by D. Fleck and seconded by B. Oliver that the matter be added to the September Planning Committee Agenda.

Outcome: All in favour motion carried.

13. Aylesham House – *Confidential to be held under the Public Bodies (admission to meetings) Act 1960*

Resolved: Under the terms of the Public Bodies (admission to meetings) Act 1960, by virtue of the business to be transacted involving discussion of legal matters, it was proposed by B. Oliver and seconded by D. Fleck to move this item to a closed session.

Outcome: All in favour, motion carried.

Council entered closed session at 20:21pm

Resolved: It was proposed by D. Garrity and seconded by B. Oliver that Aylesham Parish Council progress Aylesham House through the Building Control stage and to approve the quote from Dover District Council Building Control for a Pre-Application Advice Meeting.

Outcome: All in favour, motion carried.

Resolved: It was proposed by D. Garrity and seconded by B. Oliver that the Clerks seek quotes to re-paint the exterior of Aylesham House.

Outcome: 3 votes in favour, 3 against. The Chair therefore had the casting vote of 'not in favour', therefore the motion was not carried.

The closed session ended at 20:39

14.Aylesham Development

14.1 Aylesham Development Update Meeting

No meeting held in August.

14.2 New or existing development issues

Updates:

- The gates at Cripps Close have been replaced with fence panels.
- There have been no further reports of ASB in the area.
- There have been reports of a tent in Cripps Close. Both Dover District Council and Aylesham Parish Council have received complaints that a fire has been started in the area and left damage to the grass. The tent has now been removed.

- CCTV update: a new lamppost pillar was ordered in August, awaiting the installation date by Kent County Council.

The Parish Clerk has raised concerns with District Councillor Pout that the planning permission granted for a new playground and CCTV at Milner Park (Attlee Avenue/Cripps Close) was granted on 26/06/2020 and work must start within 3 years; 3 years expires on 26/09/2023 and no work has begun.

New issues:

Resolved: It was proposed by B. Oliver and seconded by D. Fleck that the Clerks write to Cllr Manion to raise concerns as to why Heritage Road will be closed for the length of time proposed with no consultation with Aylesham Parish Council, and to find out why this order was raised.

Outcome: All in favour, motion carried.

14.3 Market Square Lighting Project

No update.

15. Highways Improvement Plan

Council went through the existing plan and considered suggestions received from Cllr Fleck prior to the meeting.

Resolved: It was proposed by D. Garrity to remove the current item 1 from the plan. (One way system in Kings and Queens Road).

Outcome: All in favour motion carried.

Resolved: It was proposed by D. Fleck and seconded by D. Garrity to amend current item 2 to include the following roads for 20mph speed limits: Dorman Avenue North, Dorman Avenue South, Heritage Road & Market Place.

Outcome: All in favour, motion carried.

Resolved: It was proposed by D. Fleck and seconded by B. Oliver that the following new item be added to the Highways Improvement Plan: 'coloured speed cushions to be installed at all points in the village where a PROW crosses a road'.

Outcome: All in favour, motion carried.

Resolved: It was proposed by B. Oliver and seconded by D. Fleck that the following new item be added to the Highways Improvement Plan: 'Install footway along Ratling Road'.

Outcome: All in favour, motion carried.

Resolved: It was proposed by B. Oliver and seconded by D. Fleck that the following new item be added to the Highways Improvement Plan: traffic calming measures along Cornwallis Av.'

Outcome: All in favour, motion carried.

Resolved It was proposed by D. Garrity and seconded by B. Oliver to add the following new item to the Highways Improvement Plan: 'Speed indicators at the following locations: Dorman Avenue South, Dorman Avenue North, Cornwallis Avenue, Boulevard Courrieres'.

Outcome: All in favour, motion carried.

Resolved: It was proposed by D. Garrity and seconded by B. Oliver that the Acting Assistant Clerk draft the HIP ready for ratification by Full Council at the next meeting.

Outcome: All in favour, motion carried.

16. Spinney Wood

The White Cliffs Countryside Partnership will shortly arrange a meeting to discuss ASB issues in the woodland.

17. Aylesham Parish Council Four Year Objectives

Resolved: It was proposed by D. Fleck and seconded by B. Oliver to defer the item to the October meeting.

Outcome: All in favour, motion carried.

18. Centenary Committee Working Group (update)

Update from the Working Group was circulated to Councillors' ahead of the meeting.

Resolved: It was proposed by D. Garrity and seconded by B. Oliver that an email address be set up for the working group, and the Working Group invite community groups to a preliminary meeting.

Outcome: All in favour, motion carried.

19. Councillor Vacancy

The Parish Clerk advised Council that the date for ten electors to request that an election be held for the Parish of Aylesham has now expired, and the Returning Officer at Dover District Council has confirmed that Aylesham Parish Council may now fill the vacancy by Co-Option. The Co-Option Vacancy can be advertised should Council wish to Co-Opt with a closing date set prior to the October meeting, for applications to be heard at the meeting.

Resolved: It was proposed by B. Oliver and seconded by G. Armstrong that Aylesham Parish Council advertise the vacancy for Co-Option.

Outcome: All in favour, motion carried.

20. Next Meeting Date; Tuesday 10th October 2023.

- **Meeting Closed 21:25pm** -

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

Signed.....(Chair)

Date.....

Aylesham Parish Council meeting October 2023

Aylesham Parish Council September 2023 Full Council Meeting Appendices

Appendix A

County Councillor Steve Manion Report

- One matter I would like to highlight is the change in posts within Kent County Councils' Cabinet. This may bring about substantial changes for Kent Highways and associated services.
- I was contacted by a resident regarding school bus services, and I have forwarded this to the public transport team, who will raise the matter with Stagecoach. I will keep you informed of the response.

Appendix B

District Councillor Jamie Pout Report

- The latest Dover District Council Annual CCTV Report suggests the incidences are up to 46 from 20 however this does not necessarily indicate an increase in incidences but suggests a better infrastructure for the cameras picking up more incidents.
- Councillor Pout has been attending meetings with Neil Chester and Becky Dyer at the Welfare to chase the delivery of the sports hall from Section 106 monies.
- Has emailed Matthew Arnold at Stagecoach regarding the poor bus service but received no response.
- Following the request of the Parish Clerk I have raised with Dover District Council Planning the concerns regarding the timescale of Milner Park (Attlee Avenue/Cripps Close) playground installation.