

Thursday 10 November 2016 at 7.00pm,  
Aylesham House, Dorman Avenue South, Aylesham.  
**SUBJECT TO CONFIRMATION AT THE NEXT PC MEETING**

## **1. Those Present**

J. Cartledge (Chair), B. Oliver, M. Townsend, C. Price, L. Prescott, T. Johnstone, K. Sutcliffe (Cllrs), M. Sutcliffe (Clerk), B. Hill (DDC), Cllr L. Keen (DDC), E. Barnes (DDC CDO),

## **2. Apologies**

C. Bryan, Cllr S. Manion (KCC)

## **3. General Declarations of Interest**

Pecuniary and Other Significant and Voluntary interests, where applicable, will be made and recorded against each relevant agenda item. Each member will declare their interest and act in accordance with Standing Orders when a relevant item on the Agenda is discussed.

None declared.

## **4. Minutes of Previous meeting on 8 September 2016 and Matters Arising**

BO Proposed and TJ seconded that these were a true record - all agreed

## **5. Public Representatives notified to Clerk in advance of the meeting**

5.1 A local resident raised his concerns regarding 'the state of the village' in particular the overgrown hedges in Jitties (alleyways) and gave the Jitty between Cornwallis Avenue and Kings Road as an example. LK advised that she would follow this up with DDC. He also voiced his frustration with regard to the dangerous parking across the village in particular the Queen Road, Ackholt Road junction and felt that double yellow lines should be installed on the corner.

He was advised that KCC would only consider making changes such as introducing double yellow lines if there is a record of personal injury crashes in the past three years.

Full details of how to submit requests for highway improvements can be found at <http://www.kent.gov.uk/roads-and-travel/what-we-look-after/roads/changing-roads-in-your-area> The final point was regarding the empty shops in the Market Square and he was advised that the sale of the units had fallen through and DDC would be taking them back in order to rent out.

5.2 The Parish Council has received a number of concerns highlighting the need for a Pedestrian Crossing at Dorman Avenue North. The Parish Council raised the issue with KCC and Cllr Stephen Manion and he in turn contacted the Highways team to look at this as a matter of urgency, especially considering the increase in population, which in turn will increase the vehicle numbers. Also, being one of the main routes parents take to go to the Primary school. The response from KCC Highways is as follows;

*Thank you for your e-mail. I was in Aylesham yesterday so drove by to have a little look. I note that there a number of uncontrolled formal crossing points placed along this road located on the speed tables, with buff tactile paving for visually impaired people. They have been placed where the speed tables are as this provides a place where pedestrians can cross at a level surface, benefitting people with prams/buggies, wheelchair users and less mobile pedestrians. Being placed on the speed table, this is a point where vehicles are slowing*

*down so there are benefits in terms of road safety as traffic speed is lower. There are no road markings or coloured surface which suggests that pedestrians might have right of way.*

*Children should be exercising care whenever they are near a road, regardless of whether there is a controlled crossing point or not. It is not possible to engineer out the actions of a careless child or parents who are not keeping control of their children. Simply placing a controlled crossing (such as a zebra crossing or puffin crossing) will not mean that children will not run out, or that cars could stop in time if that happens.*

*KCC would only consider making changes such as introducing a controlled crossing if there is a record of personal injury crashes in the past three years relating to people trying to cross the road. You will be aware due to continuing reductions in local government funding KCC have to make tough decisions on where to improve traffic and road safety in local areas. This means we have to say 'no' more than we'd like, especially if the request won't reduce casualties.*

*I have checked the crash record for the area which shows no such crashes, which means we would not be able to consider placing a controlled crossing. I appreciate that the raised tables have been in only a short time and will need some time to 'bed' in. Full details of all the work we do to prevent and reduce road crashes can be found in our Casualty Reduction Strategy for Kent which can be viewed at -*

*[www.kent.gov.uk/data/assets/pdf\\_file/0012/14520/Road-Casualty-Reduction-Strategy-for-Kent.pdf](http://www.kent.gov.uk/data/assets/pdf_file/0012/14520/Road-Casualty-Reduction-Strategy-for-Kent.pdf). Full details of how to submit requests for highway improvements can be found at <http://www.kent.gov.uk/roads-and-travel/what-we-look-after/roads/changing-roads-in-your-area>.*

*You suggested you might use some of your Member Grant to make some changes. Puffin crossings are very expensive and outside your available budget, but zebra crossings are more affordable. Unfortunately there would be insufficient time to design and implement a zebra crossing at this location before the end of the financial year. However this might be something you may wish to investigate next year should CMG scheme continue.*

*I hope this information is of help, and I am sorry I cannot offer a more positive response. I have copied in Aylesham Parish Council to this response.*

The Parish Council will ask Cllr Manion to support local residents and the Parish Council by making this request for the design works for a pedestrian crossing to go ahead under the member scheme in preparation for the next financial year and will continue to work with KCC on what can be done in the meantime. Local residents can raise their concerns regarding this road by emailing [traffic.schemes@kent.gov.uk](mailto:traffic.schemes@kent.gov.uk) and the KCC Councillor is Steven Manion [Steve.Manion@kent.gov.uk](mailto:Steve.Manion@kent.gov.uk)

5.3 A member of the public also asked questions on the following points.

Boundary Commission changes

- The PC have no comment on the changes to the Member of Parliament constituencies. The Government claim this Boundary Review will make each constituency have a more similar number of electors per constituency, whilst opposition Parties claim it is total

gerrymandering. The Parish Council would only seek to intervene if the proposed changed effect Parish Council Boundaries. More details regarding the Boundary Commission changes including an option to comment on the proposed changes can be found here: <https://www.bce2018.org.uk/node/6488?postcode=CT34EU>

What is the procedure for dealing with missing Dover District Councillors and when will it come into action?

- Please refer your question to Dover District Council's Election Office, who will be able to inform you of when they plan to fill the vacant post. This is a DDC matter which we cannot interfere in [elections@dover.gov.uk](mailto:elections@dover.gov.uk)

Will the village be appointing a new Tree Warden?

- The late Cllr Miller provided a great service to this Parish Council for many years. Once the parish council vacancy has been fulfilled, the Parish Council will review its skill set held by the sitting Parish Council to see what roles different Councillors will be able to participate in. Green Initiatives

-The PC is aware of the planting scheme which has been designed by a senior landscaping architect and urban designer and have requested alternatives such as changing the trees due to be planted in the Market Square.

## **6. Correspondence**

*Local resident* Requested an update on the replacement of the sign in the Market Square and the War Memorial and also suggested fundraising to support the project.  
Resolution: The PC have received the details and estimated cost of £300 for the refurbishment and agreed to pay for the works. CP proposed and BO seconded - all in favour.

*NALC* Latest Bulletin from the NALC Chief Executive on recent national developments and meetings - Emailed to Councillors

*KALC* Emergency Planning and Resilience Conference, The Chiesman Pavilion, Kent County Cricket Ground Date: 14 December 2016 9:30.  
Details emailed to CP & BO to confirm if they can attend.

*KALC* Introducing Allotment Law and Management to Local Councils West Faversham Community Centre, Bysing Wood Road, Faversham, Kent ME13 7RH Date: 08 December 2016 9:00  
Details emailed to CP & BO to confirm if they can attend.

*DDC CSU* Guidance for residents relating to issues regarding overnight parking on Cooting Rd - Emailed to Councillors, residents and DDC officers.

*Local residents* Recognition of community service, street naming request.

*DDC* Changes to Parish Electoral Arrangements, including the number of members, requires the District Council to undertake a Community Governance Review. A Review takes about a year to complete. Any changes would not be effective until the next elections in 2019. At this stage no date has been set for a Community Governance Review to be conducted in Dover.

*John Lawson Circus* Are now planning our tour for 2017 and wondered if there have been any new sites in Aylesham that could be considered for a venue for their show?  
Resolution: Members suggested contacting the welfare, DDC regarding the station field or the neighbouring parishes of Nonington or Adisham.

*Local resident* handed a letter and a list of questions to the Clerk on 14/10/16 and sent in information on a tree warden scheme for the PC to consider - response sent on 19/10/16

*Kent men of The trees* Report from Trees in the village Competition. Ditton was this year's winners.

*L. Keen* Update on the Aylesham Youth Services contract.

## **7. Planning Applications**

**7.1 DOV/16/01128** Dated 28/10/2016 Proposal: Change of use of Unit 1 to cafe/restaurant (A3) & take-away (A5) (Mixed Use Class) and Unit 2 to hairdressers (Use Class A1) and the installation of extractions flues Location: 7 (Unit 1) & 9 (Unit 2) Market Place, Aylesham, CT3 3EY. Resolution: No Comments

**7.2 DOV/16/01177** Dated 28/10/2016 Proposal: Reserved matters application pursuant to outline application DOV/07/01081 pursuant to Variation of Condition application DOV/15/00068 (pursuant to DOV/14/01206, DOV/14/00338 and DOV/13/00120) for details of access, appearance, landscaping, layout and scale of Strategic Infrastructure Phases 1B.1, 1B.2 and 1B.3 (comprising highways, cycleway and footways and the formation of public open space) Location: Land to North of Corminster Avenue, Aylesham, CT3 3FF  
Resolution: Meeting arranged with The Planning Office to review the application on 22/11/16

### **7.3 Aylesham Mini Market, 64-66 Cornwallis Avenue, Aylesham, CT3 3HQ**

Application for a full variation of a premises licence in respect of the above address. This application is to expand the size of the premises. Please see attached a copy of the proposed plan. The end of consultation period is 23/11/16.

Resolution: No Objections

### **7.4 Town and Country Planning Act 1990 Appeal by gba Designs Ltd**

**Site Address: Aylesham Sports Club, Burgess Road, AYLESHAM, CT3 3AU**

#### **Decision**

1. The appeal is dismissed.

Main Issues

2. The main issues in the appeal are:

- The effect on the proposal on the local provision of community facilities;
- The effect of the proposal on the character and appearance of the area; and
- The effect of the proposal on protected species.

Resolution: JC to contact the owner and ask her intentions for the site. Would she consider a restaurant/pub with flats upstairs?

7.5 The Clerk to request a Map of the New Development which includes the new street names, as the Councillors regularly review planning applications that include new street names but they are not yet familiar with the locations.

## **8. Grant Applications**

No Grant applications received

## **9. FINANCE & ACCOUNTS (monthly reconciliations and accounts always available to view)**

### **Expenditure**

<b>Cheque No</b>			<b>Oct 2016</b>
3085	Cancer research uk	Donation for Cllr Millers funeral	50.00
3086	AJL garden services	Oct Ground Maintenance	304.88
3087	DDC	Printing of postcards	65.00
3088	Clerk	salary, ink cartridges, coffee, milk	142.96
3089	David Buckett	Interim Internal Audit	244.80
3090	Clerk	Postage	15.36
DD	EDF Energy supply	Oct DD	54.00
SO	Cleaner Salary	Oct Salary	244.48
SO	Clerk Salary	Oct Salary	900.00
<b>TOTAL</b>			<b>2,021.48</b>

### **Income**

	Aylesham Community Tearoom	Quarterly land lease	62.50
<b>TOTAL</b>			<b>62.50</b>

9.1 MT proposed CP seconded - all agreed to approve the outlined expenditure.

9.2 Finance, Audit and Personnel Committee to set a potential date of 30/11/16 at 6pm for a Budget meeting.

9.3 The recruitment process for an Assistant Clerk to include salary scale, pension & the purchase of a laptop. MT proposed KS seconded - all agreed

9.4 Interim Internal Audit - report supplied for the consideration of the Members. MT commented well done for the progress to-date.

9.5 Pension update - agreed percentage contributions for all PC employees. CP proposed BO seconded all agreed.

## **10. DDC CDO, County Cllr, District Cllr Reports, PCSO update**

10.1 The DDC CDO representative was invited to address the Council.

Projects to date include a Community litter pick. 5 people attended and collected 8 bags of rubbish, they focused on the Jitties (alleyways) and surrounding areas. Local residents can now arrange and book their own litter pick with the support of DDC.

Skills and jobs fair was well attended by colleges and local business but sadly only a handful of people attended the event.

The Developer exhibition was well attended with around 150 local residents.

A Road safety project with St Joseph's school is still underway. The children will be producing their own road safety signs.

The funding application for the Celebrate Aylesham event has been submitted and the CDO should be informed of the outcome in December or January. If successful a project board will be set up and will need a PC representative.

The CDO is happy to support the PC with a Grant application for Memorial. A PC rep will need to be agreed to write the bid.

10.2 Cllr Keen gave an update on the Youth services Contract. Pie Factory Music is the new supplier and LK has requested reassurance that they continue with the current provision in Aylesham until any changes are agreed with the local youth. LK is also in the process of arranging a meeting with the new supplier and will invite reps from the Parish Council.

DDC parking enforcement officers have been out to Cooting Rd and Nine Penalty Charge Notices were issued. The PCSO from DDC Community Safety Unit (CSU) met with the PC Clerk offering guidance on reporting issues regarding Cooting Road. The Clerk has uploaded the guidance on to the FAQ page of the PC website and the information has also been passed on to local residents.

A reminder that the Aylesham & District Community workshop trust AGM is Wednesday 16th November at 3pm.

A reminder the residents can have their say regarding the Boundary Commission changes by visiting; <https://www.bce2018.org.uk/node/6488?postcode=CT34EU>

10.3 DDC Officer B. Hill advised that the CDO could work up a plan for the village involving the schools, regarding traffic and parking, education and enforcement.

## **11. Aylesham Development**

11.1 Market square tree planting - The Developers have now passed on the supplier details and the Clerk is awaiting the cost of the supply and delivery of the three trees.

11.2 CP reported that the Developers are currently planting between the Parking Space rather than the block paving as previously discussed. 33,000 bulbs are due to be planted across the village over the coming weeks which will include meadow flowers. The PC will investigate funding for ongoing bulb planting and will look to add this to the annual Budget.

11.3 Coop car park bollards update - LP has received a quote from fine view for £2000. He will obtain a further two quotes.

11.4 TJ to send bench quotes to the clerk. JC has sent in a quote.

11.5 The Parish Council is now in the process of tendering for the Village Memorial works. The deadline for the return of the quotations is 30.11.16.

## **12. Aylesham House**

12.1 Aylesham Community Tearooms Water and Electricity supply - The Parish Council have received the following instruction from Affinity water- *as this is a new building a new supply would be required. New water supplies should not be connected into any existing supply as this would create what is called a joint supply which is not something that can be done as per the water act, mainly due to the pressure and flow issues that it can cause. Please find*

*attached application form and guidance notes and below link to our website for further information regarding the process etc. <https://www.affinitywater.co.uk/water-connection.aspx> and the following instruction has also been received from Southern Water- Southern Water Services do provide sewerage services for your area. If the new build tearooms are to be connected to the public sewer an S106 application for permission to connect will need to be submitted to Southern Water. The application form and guidance notes for this can be downloaded from Southern Water's website at <https://www.southernwater.co.uk/new-sewer-connection>*

The Parish Council have funded and arranged the initial electrical works with UK Power Networks which are scheduled for Tues 6th Dec (0900 - 1200). After this date The Community Tearooms will need to arrange to have a meter installed by a meter operator. The Community Tearooms electrician will need to have everything in place to accommodate the meter in advance of the installation. TJ agreed to update the Community Tearooms in the absence of the Clerk, to ensure they could progress with the next steps of the project plan without further delay.

12.2 Request from heritage centre to install two door closers on the front and back doors. It was agreed that this would help reduce the heating costs - All agreed.

12.3 The Heritage Centre Garden memorial is progressing well and it has been agreed that the Ian Clark Memorial Plaque will be placed in front of the tree within the Memorial garden. The Heritage Centre will also be working with the CDO to submit a grant application to expand further on the Miners Memorial Garden.

### **13. Website update- TJ**

TJ submitted a report and gave a progress update on the new website. He is aiming to go live by the end of January. The Clerk to email the link to rest of the Councillors for their comments and feedback.

### **14. Wish List Consultation and s106 project- next steps**

With the release of the latest S106 contributions for youth provision and open space projects in Aylesham. The PC carried out a public consultation using Wish List postcards. A Skate Park was the top request from the Wish List Consultation, which asked local residents to let the PC know what facilities they would like for the young people of Aylesham. The Postcards were available and handed out in various locations across the village, to include, both schools, the school buses, the public exhibition and other youth groups. Boxes were left at the Youth Club and the Coop, whilst local residents also volunteered to hand them out. It was agreed that a Subcommittee should be set up in order to progress this project and take it forward. The subcommittee should include representatives from the PC, local residents, young people, youth services, L. Moncaster.

JC to arrange a meeting with DDC to discuss locations and next steps.

The PC to write to the A&SSWS Committee Members to request a collaborative approach to the S106 funding application and request a formal response from A&SSWS. MT, the Parish Council representative on the A&SSWS Committee, to confirm the date of the next meeting. TJ to also attend as a Welfare Member and submit the letter.

**15. Notice of Vacancy in the Office of Councillor**

The Notice of the Vacancy closes on 15<sup>th</sup> November. DDC will then inform the PC of the outcome and if an Election has been called.

**16. Street naming request- Recognition of community service**

Local residents proposed a lasting tribute to Mr Buckle in order to recognise his contribution to the Community spanning over 70 years, including the nearly 50 years Eric was parish clerk; he was still doing the Boxing Club's accounts earlier this year at the age of 98. The PC has received requests from the local community to support this proposal.

Resolution: the PC support the proposal to name a street after Mr Buckle. BO proposed and CP seconded - all in favour.

**17. Friday Surgeries - agree a date for December and who will attend.**

The December surgery will be held on 16<sup>th</sup> December between 1000 -1200. BO CP LP KS will be available to attend. The January surgery will be the last Friday of the month Friday 27<sup>th</sup> January 2017.

**18 Next Meeting: Thursday 8 December, 7.00pm, Aylesham House**

**19. Items for next Agenda**

Dorman Avenue North traffic calming

**20. AOB for information only**

**CHAIRPERSON:....J.Cartledge.....**

**DATE:.....**