



**AYLESHAM PARISH COUNCIL**  
**Minutes of the Meeting of the Parish Council**

Minutes of AYLESHAM PARISH COUNCIL meeting held on Thursday 11<sup>th</sup> MARCH 2021 at 19.00pm via Zoom due to Covid-19.

**SUBJECT TO CONFIRMATION AT THE NEXT MEETING**

**1. Those present-**

Cllrs M.Townsend (Chair) J.Pout, I.Thomas, V.Thomas, B.Oliver, S.MacCallum, K.Sutcliffe, S.Bott, L. Prescott. Parish Clerk K. Razzell, Acting Assistant Clerk N. Purcell. Cllr L.Keen (DDC), Cllr S. Manion (KCC) Cllr C. Woodgate (DDC). 2 members of the public present.

**2. Apologies-**

None

**3. Declaration of Interest-**

V. Thomas, B. Oliver: Aylesham HUB Ltd

K. Sutcliffe M. Townsend S. MacCallum: Aylesham 4 Aylesham

S. Bott: Aylesham & District Community Workshop Trust

**4. Minutes-**

January 2021

It was proposed by S. MacCallum, seconded by S. Bott and RESOLVED that the minutes from the previous meeting are a true and accurate record. 6 in favour, 2 abstain.

**5. Matters Arising-**

None

**6. Public Representation-**

**6.1** T. Johnstone Requested support in the reinstatement of the footpath to the cemetery. If the community can prove that the footpath is needed then it will be re-instated under the Countryside Act 2000.

**6.2** T. Johnstone asked for an update on the allotments. Response: still in the hands of DDC, likely to be at least 6 months until ready for tenants.

**6.3** T. Johnstone mentioned that he has received the leaflet regarding the local plan response, and offered some suggestions about how to target the response. He suggested that the answers given to DDC are more specific.

**6.4** D. Butland spoke as a resident of the new builds. He expressed concerns over the lack of green space with the proposed DDC Local Plan. Also, that the response process available to residents seems to be particularly complicated to submit comments, meaning that people are perhaps not willing to respond. J. Pout responded expressing disappointment with DDC's process, for example the phone lines are only open for a few hours a day, at a time when most people would be at work

and unable to access the lines. He recommended people use the email address [localplan@dover.gov.uk](mailto:localplan@dover.gov.uk) to submit comments.

**6.5** D Butland identified that there seems to be mixed messages with the conversion of the car ports to garages, some are accepted for planning, others are not. Also, some new build houses are having extensions built already. J. Pout responded that this has been discussed at the planning committee meeting and it has been brought to the Parish Council's attention.

## **7. County Cllr, District Cllr DDC Reports:**

**7.1** DDC Cllr L. Keen gave a report at the beginning of the meeting as she had to attend another meeting. L. Keen addressed the following:

- Pleased to see the action from Aylesham Parish Council to encourage residents to submit comments. L. Keen reported that she did request an extension to no avail.
- Aylesham Development Meeting took place today and the matter of the shower issues is being pursued and the developers are looking into this.

**7.2** DDC Cllr C. Woodgate supported Cllr Keen's report and reiterated that together we need to get the ball rolling and focus on what Aylesham want out of the Local Plan. There is previous S106 funds available for this. Any questions please get in touch.

**7.3** Cllr S. Manion gave a report:

- Additional funding is being organised for community groups that are providing services for the community during the pandemic.
- Currently encouraging people to fill in the 2021 Census which is being distributed.
- COVID 19: Symptom free testing sites are available at Dover and Sandwich.
- Continuing to work on actioning the flooding on Spinney Lane.
- Grit bin have been refilled.

## **8. Correspondence and Clerk report**

### **Correspondence**

**8.1** Email from local resident regarding outdoor gym equipment at the Recreational Field. The resident has been in correspondence with TGO Active (who installed Wingham's outdoor gym equipment). He has canvassed residents within Snowdown and they feel it would be beneficial to the community to install some equipment. He was advised that the Parish Council could help with funding and wishes to discuss this further.

**8.2** Email from Nonington Parish Council regarding their work on the New Dover District Local Plan. They have used a Consultant regarding their response, who is also contacting other Parish Councils. Councillors at Aylesham Parish Council were asked to view the report which is on their website.

**8.3** Email from Consultant who has worked with Nonington Parish Council as per item 7.2 above, asking for a coordinated response with Aylesham Parish Council and a request to speak to the Chair of Planning. Update: J. Pout has responded.

**8.4** Email from local resident wishing to raise the point of an allotment association. Will Aylesham Parish Council support the establishment of an association?

**Resolved:** B. Oliver proposed that until we have a better understanding of time frame this can not be decided yet, and will need to be revisited. J. Pout seconded

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

**8.5** Email from local resident regarding the service road leading to private garages between Dorman Avenue North and Coniston Drive which are linked via two footpaths crossing over this service road. In October 2020 and February 2021 gas NO2 metal gas cylinders with a few toy balloons have been discarded indicating they have been used for recreational drug use. In October 2020 DDC cleared the

fly tipped waste and places warning notices to nearby lampposts. In February a large number of the gas cylinders have appeared again. There will now be day time patrols of the service road by DDC and the information is being passed to Kent Police.

**8.6** Email from local resident in Nonington. A small group have got together to Remember those

from their Parish that died in WW2 that are not Remembered on their War Memorial. They are having a memorial plaque made that will be displayed in St Mary's Church. During WW2 Aylesham was part of Nonington's Parish and as such anyone from Aylesham who lost their life in this conflict should be added. Are there plans to have the names of those who were killed added to the Aylesham War Memorial in the future, as they can only be on one memorial?

**Resolved:** B. Oliver proposed that a consultation is held with the village to identify what names to include. S. MacCallum seconded.

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

#### **Clerk Report**

**8.7** Clerk would like to request two new laptops for herself and the Assistant Clerk, quotes to be discussed at the April meeting.

**Resolved:** S. Bott proposed that the clerk seek 3 quotes for new laptops of a suitable standard for the clerk and assistant clerk. K. Sutcliffe seconded.

**Outcome:** 7 in favour, 1 abstain, motion carried.

### **9. Grants**

None.

### **10. Finance, Audit & Personnel Committee & Payments Approval**

i) March 2021 Payment Schedule:

<b>Cheque Number</b>	<b>Payee</b>	<b>Expenditure</b>	<b>Invoice Number</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
3773 3774 3775	Staff	March Salaries	N/A	£880.50	N/A	£880.50
3775	Clerk Expenses	February & March Zoom	N/A	£28.78	N/A	£28.78
3776	Jon Flaig (Screaming Seagull Press)	Local Plan Campaign Materials	2222021	£516.82	N/A	£516.82
3777	Dor 2 Dor	Local Plan Leaflet Delivery	900	£240.00	£48.00	£288.00

**Resolved:** S.Bott proposed that we approve the March payments as scheduled. K.Sutcliffe seconded.

**Outcome:** All in favour motion passed.

### **11. Planning, Environment & Transport Committee:**

#### **11.1 Previous Meeting:**

Most recent meeting was held on 18<sup>th</sup> February 2021 and J. Pout gave a brief on what was discussed. Further details are available in the minutes.

**11.2** The Local Plan Response has been updated to include additional comments made by the community.

**11.3** Update on the Legion site: the matter is taking longer than expected because there have been a number of complaints and therefore is going to the full DDC planning committee, however there is a significant backlog in cases.

**11.4** KCC Vision Zero Response.

**Resolved:** J. Pout proposed that the response proposed is accepted and submitted. S. bott seconded.

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

**11.5** Local plan update was discussed and S. Bott identified that point 13.0 is a generally accepted point but needs to have a focus of accessibility standards, and there needs to be consideration to future adaptations at a later stage to suit the aging population.

S. Bott suggested point 13.0 be amended to include the phrase “... *with future adaptations in mind.*” And add an 11.6 to state “*Infrastructure should make allocations for people with mobility issues.*”

**Resolved:** J. Pout proposed the council accept the responses with the two suggested amendments as above. S. MacCallum seconded.

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

### **11.6 Next Meeting:**

Next Planning committee meeting to be held on 25<sup>th</sup> March 2021 at 18:30pm

## **12 Recreational & Facilities Committee**

### **12.1 Market Square Update:**

**Railings-** these were reported to Fineview as having faults. (poor welds, rust etc) and there looks to have been an attempt made to make good, but they still are not up to standard so this is being chased.

**Benches-** Four benches are in place, Mark had agreed to trim the low branches by the benches.

**Gate-** The second access gate purchase has been quoted for. New gate= £ 199.01, replacement gate= £214.27, Labour= £350

**Memorials-** these are going to be cleaned soon (£90), looking into options for the pit wheel.

**Flag pole-** emails received regarding Operation London Bridge, with this in mind the rec committee have agreed a second key holder for easier access if needed quickly.

**Market square inspection-** Now so much has been done to improve market square, The rec committee will be carrying out weekly inspections of the market square.

### **12.2 Play and recreation grounds:**

**Skate Park/outdoor gym-** in preparation for the government restrictions lifting, the skate park will undergo a clean up and will have an inspection rota.

A sink hole approximately 2m x 1m has begun to form and will be reported to DDC.

**Snowdown-** Inspection rota has been agreed.

**Cripps close-** Inspection Rota has been agreed. Still waiting for this to be able to open. There has been some fly tipping in the area that has been reported.

### **12.3 Aylesham House**

**Eric Buckle Memorial Tree-** Location for the tree has been decided. Just waiting for appropriate time to plant/ arrange who is to attend dependant on restrictions.

**Steven Bicker Memorial Table-** This is being moved closer to the front of Aylesham house to make room for the shed and allow for better use.

**Shed-** This is being installed on 29<sup>th</sup> March, location has been agreed.

**Fire extinguisher service/PAT Testing** Is to be carried out as per annual requirements. (£76)

**Kitchen-** Kitchen had not been ordered because of covid restrictions. While Aylesham House is closed it is going to be ordered and a delivery date arranged. Installation will be £400. This needs to happen before Aylesham House can Re-Open.

**Resolved:** J. Pout propose that the flower boxes are discussed at the next Recreational & Facilities Committee meeting. B. Oliver seconded.

**Outcome:** 6 in favour, 2 against. Motion carried.

<b>Available to spend</b>	<b>£198.31</b>						
£199.07	New access gate/posts						
£214.27	Replacement access gate/posts/ballast/cement						
£350.00	installation of one gate						
£90.00	War memorial clean (annually in march)						
£76.00	Fire Extingisher Service						
£929.34	Total required						
<b>£731.03</b>	<b>Extra funding required that Full Council could approve.</b>						

**Resolved:** J Pout propose that the required funds of £731.03 to complete the works mentioned above is allocated to the recreational & Facilities committee. B. Oliver seconded.

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

### 13. Working and Community Groups Update:

#### 13.1 Working Group (with Aylesham Hub Ltd & A&SSWS)

A meeting was held with DDC that identified that S106 money could in fact be spent, but clarification needed on whether this money can only be spent on updating old facilities or can be used for new facilities.

### 14. Spinney Wood

The tree survey is due to be conducted w/c 22<sup>nd</sup> March and is being classed as urgent works. Management of the woods is underway.

### 15. Insurance Renewal 2021/2022

K. Razzell requests permission to take the problems with the insurance company higher and put in a formal complaint.

**Resolved:** I. Thomas proposed Clerk to submit a formal complaint. B. Oliver seconded.

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

Insurance quote for 2021/2022 is £2,466.35

**Resolved:** I. Thomas propose Clerk to accept the renewal price above. B. Oliver seconded.

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

### 16. Aylesham Development

Still a lack of lighting in some areas of the new developments creating safety concerns.

**Resolved:** I. Thomas propose that the matter is taken further with the regional director, and suggest that as a minimum, the 'shared space' roads without pavement should be illuminated. Also to enquire who is responsible for the cost of the replacement solar light batteries. (estimated life span 3-5 years) B. Oliver seconded

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

**Resolved:** I. Thomas proposed that the clerk put forward the above at the next Aylesham development meeting as it is a multi-agency meeting. 29<sup>th</sup> March 2021. B. Oliver seconded.

**Outcome:** 7 in favour, 1 abstain, motion carried.

Kate to circulate notes from the Aylesham Update meeting held today.

### 17. Covid-19

Covered under the Bechange update.

### 18. Website and Social Media

CLRs had looked at example websites from providers Wix and Hugo Fox.

**Resolved:** J. Pout Proposed that the parish council use Hugo Fox as the new website provider. S. Bott Seconded.

**Outcome:** 7 In favour, 1 abstain. Motion carried.

**19. Bechange**

**Resolved:** S. Bott proposed that the parish council fund Bechange the £500 requested to purchase food containers as per Angela's email. I. Thomas seconded.

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

**Resolved:** I. Thomas proposed that the clerk release the £500 now, but ask for a formal request for the budgeted amount of £6,000. B. Oliver seconded.

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

**20. - Aylesham Welfare Leisure Centre- Needs Analysis and Business Case Review**

A meeting is being held with DDC on 18<sup>th</sup> march at 7pm. Questions have been collated from councillors. Full council is invited to attend.

**21. White Cliffs Countryside Railway Partnership**

Clerk is in the process of setting up potential dates for a meeting. Will update further when this has been arranged.

**22. Date for Next Meeting and Items for the Agenda**

Thursday 8<sup>th</sup> April 2021 at 19:00pm via Zoom. No items to be added

**23. AOB (For information only)**

None.

**Meeting ended at 21:12**