

Thursday 14 April 2016 at 7.00pm,  
Aylesham House, Dorman Avenue South, Aylesham.  
**SUBJECT TO CONFIRMATION AT THE NEXT PC MEETING**

## **1. Those Present**

J. Cartledge (Chair), A. Miller, C. Price, B. Oliver, L. Prescott, K. Sutcliffe, M. Townsend (Cllrs), M. Sutcliffe (Clerk), Cllr Linda Keen (DDC),

## **2. Apologies**

Cllr S. Manion (KCC), C. Bryan, B. Thompson

## **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 and Matters Arising**

MT Proposed and KS seconded that these were a true record - all agreed

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

5.1 An elector raised ongoing concerns regarding the lack of Dental Services in Aylesham. Cllr Keen has received a response stating that they are currently carrying out a needs assessment across Kent. LK had asked the local MP to follow this up and will respond via the MP requesting a time frame on the needs assessment and for further information on who holds the current contract and when is it due to expire. Aylesham Parish Council also followed up on their request for a review of the current Dental Service and commission an NHS general dental service in Aylesham in order to meet the needs of the expanding community. Part of the response APC received is as follows;

*NHS England is unable investigate complaints under the NHS Complaints Procedures without patients' consent, however should individual patients wish to make a complaint about services commissioned by NHS England they can do so by either contacting the dental practice direct, or by contacting the NHS England national contact centre on 0300 112233 or by email at: [england.contactus@nhs.net](mailto:england.contactus@nhs.net).*

## **6. Correspondence, Planning, Grants and Accounts approval**

DDC                      Market Square trees - email confirmation following a site visit that 3 of the trees would be need to be removed due to their condition as each of them had extensive decay.

L. Keen                      Email communication regarding public rights of way.

SE Coast                      Are looking to increase the number of Community First Responders in  
Ambulance                      rural areas - Poster placed on notice board.

KCC                      Consultation regarding KCC funded bus services - Links to the consultation have been placed on the APC website.

- L. Keen* Email communication regarding rubbish and fly tipping.
- L. Keen* Email communication regarding Private Roads and streets.
- ACRK* Neighbourhood Planning workshop- Saturday 16th April 2016, 10.00am - 2.00pm - Lenham Community Centre - emailed to Cllrs
- Groundworks* The second funding round for the Tesco Bags of Help grant scheme opens on 18 April 2016 -Up to £12,000 for your local green space.
- DDC* Bulky item collection service to householders in the Dover District. Any collections booked during April will be available at a reduced rate.
- UK Power Networks* Priority Service Register & energy efficiency advice leaflet- more info under useful links on the APC website.
- DDC* Update on the Aylesham Village Expansion Development and clarification on S106 contributions- further details on the APC website.
- KALC* Free Community Resilience and Emergency Planning Workshop Oakwood House Maidstone Date: 19 May 2016 9:30am - 01:00pm - emailed to cllrs
- S. Manion* Email clarification - there are no plans to undertake any resurfacing in Cooting Road in next year's programme.

## **Grant Applications**

No Grant applications were received. A list of Grants awarded in 2015-16 was presented to the councillors, with the general agreement that there was an under spend against budget. All local community groups to be reminded that they can apply for funding from Aylesham Parish Council and to contact the Clerk for further details.

## **Planning Applications**

- DOV/15/01126 Dated: 16.03.2016 Proposal: Change of use to a mixed use of coffee shop (A3) and retail (A1) Location: 67 Cornwallis Avenue, Aylesham, Canterbury, CT3 43HG  
RESOLVED: no objection
- DOV/16/00193 Dated: 16/03/2016 Proposal: Installation of replacement windows and doors. Location: Spinney House, Wilcox Close, Aylesham, CT3 3EP  
RESOLVED: no objection
- DOV/16/00307 Dated: 08.04.2016 Proposal: Change of use to hot food take-away (Use Class A5) Location: 6 Dorman Avenue South, Aylesham, CT3 3AB  
RESOLVED: 4 of the 7 councillors present raised an objection to the application, the majority vote was carried.

- CP gave an update on the A2 Junction planning application, which was due to be heard at the DDC Planning Committee meeting but had been deferred awaiting three tenders for the traffic survey.

### ACCOUNTS (monthly reconciliations and accounts always available to view)

MT proposed and BO seconded that these were a true record -all agreed

#### **Expenditure**

Cheque No			<b>Mar 16</b>
3024	<b>A-Signs &amp; Embroidery Ltd</b>	safety clothing	33.00
3020	<b>affinity water</b>	clean water supply	29.77
3023	<b>Bounty pest control</b>	pest control annual invoice	324.00
3035	<b>British Telecom</b>	quarterly bill	133.75
3018	<b>Clive window cleaner</b>	window cleaner	22.00
3016	<b>David Buckett (IIA)</b>	audit health check	244.80
3030	<b>EDF</b>	monthly DD	48.00
3021	<b>Fire Security services ltd</b>	fire extinguisher & signage annual check	120.60
3025	<b>HM Customs &amp; Excise</b>	HMRC quarterly tax & NI	227.97
3017	<b>Kent Association of Local Councils (KALC)</b>	training workshop x8 cllrs	576.00
3029	<b>Kent Bearings</b>	supply of tools	2,570.94
3031	<b>Cleaner salary</b>	March salary	244.48
3011	<b>Lee Prescott</b>	refreshments and cleaning	21.43
3027	<b>Lee Prescott</b>	refreshments	5.94
3012	<b>Lewis Carpets</b>	supply and fit carpet	1,220.00
3014	<b>Kent Men of The Trees</b>	competition entry fee	10.00
3026	<b>Clerk</b>	Ink cartridge & USB sticks x 2	54.21
3028	<b>Cleaner</b>	key cut	7.50
3032	<b>clerk salary</b>	March Salary	960.96
3034	<b>Clerk</b>	Laptop repair & postage	78.80
3015	<b>Mr J Mills</b>	Heating system flush	580.00
3013	<b>Snowdown &amp; Aylesham Football Club</b>	grant application	1,000.00
3019	<b>Southern Water</b>	waste water	44.58
3022	<b>Wicksteed Leisure</b>	swing seat replacements	450.49
3033	<b>Zurich Municipal</b>	annual insurance renewal	2,244.38
3037	<b>British Gas</b>	Quarterly bill	479.18
<b>TOTAL</b>			<b><u>11,732.78</u></b>

**7. KCC Cllr, DDC Cllrs reports****7.1 DDC Cllr Keen:**

Cllr Keen gave an update on public rights of way. The principal planner suggested having a designated right of way, as a Public rights of way application would be very difficult to get through now that the planning application is in.

The feedback Cllr Keen has received would suggest that the planning application for flats on the Sports Club site are likely to go through. She would request for the decision to be deferred as the Market Research was not properly carried out.

Cllr Keen has met with DDC to look at Strategic infrastructure costs including private and un-adopted roads; it was confirmed that the through roads will be adopted. Another meeting has been arranged for the 9<sup>th</sup> May to look at this in more detail including the maintenance of the public realm.

School children wrote to LK about dangerous play areas. LK and CP have agreed to deliver a talk to the children.

Drainage and flooding will be on the agenda for the next Scrutiny committee meeting to be held on 7<sup>th</sup> May. Any question to be sent to LK. Aylesham Parish Council still hold concerns as to whether the Sewage Drains are adequate for the expanding housing development in the village. There is also ongoing concerns suggesting that the Dambridge sewage works in Wingham are not fit for purpose and cannot cope with ongoing expansion.

**8. Aylesham Development**

8.1 APC has received the Deeds of Surrender from DDC for the small area at each end of the footpath in the Market Square. As agreed in a previous meeting these areas will be handed back to DDC to maintain. CP proposed and BO seconded the signing of the deeds of surrender - the Clerk to return to DDC.

8.2 Market Square Trees update - DDC Arboriculture and Horticulture Officer met with Cllr Miller to discuss the condition of the trees and it was agreed that 3 of the trees would need to be removed due to their condition, each of them had extensive decay and a number of the remaining trees were to be reduced or pollarded. He also confirmed as it appears in the lease, it is the responsibility of APC for the maintenance and upkeep of the trees in Market Square.

8.3 DOV/16/00180 planning application involving loss of informal footpath update - The council unequivocally supports the retention of the existing informal right of way. The PC believe that there is enough space to preserve the existing informal right of way and have raised concerns regarding the proposed alternative - Clerk to send in an objection and LK will then call in the application to planning. APC propose to submit a public rights of way application - all agreed to arrange a planning meeting on 21<sup>st</sup> April to go through the application process and costs involved.

8.4 Another agenda item for the Planning meeting will be to discuss the concerns regarding the New Primary School proposed plans in advance of the meeting arranged with KCC.

8.5 Fly tipping and Litter - all in agreement that the problem is on the increase and needs to be addressed, examples of fly tipping were given across the village. Surveillance Cameras were suggested as an option to address the problem in order to prosecute the culprits and serial offenders. The legalities of this would need researching as Surveillance is governed by the RIPA act. APC to invite a representative from DDC community Safety Unit to deliver a Presentation on surveillance. KS also shared that the DDC CDO was in the process of arranging a litter pick, which would also include information and a presentation from environment health department. Local residents are reminded that it is illegal to pay for an unlicensed person to remove Household waste. Please ensure anyone offering this service has a Waste carrying licence. DDC are offering a reduced rate on the Bulky item collection service to householders in the Dover District during April.

8.6 Nine Bins have now been ordered- Seven are new, one is to be re-anchored and one is to be replaced by DDC. Two x Dog waste to be reinstated on Dorman Avenue North this week. CP also reports that the two bins outside the café and Chinese on the Market Square will also need replacing due to damage to the anchor during the resurfacing. JC to follow up with DDC. JC has also requested a survey of bins that will go into the new development.

8.7 CP raised the issue of poor landscaping and asked who is responsible for the finish and snagging of the works. CP to send a list of issues to DDC. All agreed to invite the project managers from Gallagher's to the Friday morning surgeries and then carry out a site walkabout with the councillors to identify the areas that need to be addressed.

8.8 New street names - Aylesham Parish Council resolved to raise an objection to the use of personal names of local individuals, as this causes considerable conflict amongst local residents. Using the names of flowers was a popular consensus amongst the councillors for future rounds of street naming.

### **9. Aylesham House maintenance**

9.1 Resolved: Quote to replace the upstairs toilet including a built in basin, floor repairs due to leaking cistern and vinyl - a majority vote was carried and J. Mills Plumbing was awarded the works. Cost £400.00

9.2 Three quotes were presented for IT equipment for PC.

Resolved: Tesco iPad pro 128G £799 - CP proposed MT seconded all agreed.

### **10. Ratling park**

DDC now have a legal requirement to submit a change of usage from the original plan for pitches to the Gym Park, this is the next step.

A meeting is to be arranged with DDC, APC and the Welfare Trust regarding the 106 trigger point for the next £80,000 which has previously been allocated for a skate park. 4x Councillor's (CP BO MT JC) and 4x Welfare trust committee members are required to agree and confirm the skate park. The next £80,000 is still to be agreed with possible suggestions from the public consultation for an athletics track. Total agreement for both parties is required before the money is released.

**11. Statement of Internal Controls and Risk Assessment**

Resolved: Statement of Internal Controls - All agreed to adopt the statement for year ending March 2016.

The adoption of the Risk Assessment was deferred pending additional updates.

**12. Ground Maintenance contract and Play parks**

Four invitations to tender were sent out and three tender submissions were received back. The process was managed within the guidelines of the Councils agreed financial regulations. The merits of all three proposals were debated culminating in a majority decision. Resolved: AJL Gardening services were awarded the contract.

LP and AM proposed to keep the play park inspections in house and by carrying out the inspection themselves on a weekly basis. Resolved: all agreed.

**13. Next Meeting: Thursday 12 May, 7.00pm, Aylesham House**

**14. Items for next Agenda**

AGM to start at 7pm

Ordinary Meeting to start at 7.30pm (public notice)

Tree Preservation Order (TPO's)

**15. AOB**

What is the process for bringing a Youth Officer on to the Parish Council? - CP

Tree Preservation Order (TPO's) in reference to trees around the primary school - MT to take up with L. Round.