



## **AYLESHAM PARISH COUNCIL**

Minutes of **Full Council** meeting held on 14<sup>th</sup> November 2023 at Aylesham House  
**Subject to confirmation at the next meeting**

### **1. Those Present**

Cllrs S. Bott (Chair); K. Sutcliffe (Vice Chair); L. Prescott; D. Fleck; G. Armstrong; D. Garrity;  
J. Flaig; D. Miller; Parish Clerk K. Robinson; Administration Officer N. Purcell.

Dover District Council Officers N. Chester; V. Scott.

Dover District Cllr C. Woodgate (Entered at 7:03pm).

No members of the public present.

### **2. Apologies for Absence**

Cllr B. Oliver (personal reasons); Dover District Cllr J. Pout; Kent County Cllr S. Manion

### **3. Declarations of Cllr Interests, Dispensations and any changes to the Register of Interest**

Cllr J. Flaig - Aylesham Hub Ltd.

### **4. Minutes of previous meeting: October 2023**

**Resolved:** The minutes from the meeting held on 10th October 2023 are a TRUE and ACCURATE record. Proposed by K. Sutcliffe seconded by D. Fleck

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

### **5. Matters Arising (from the previous minutes not covered elsewhere on the agenda)**

None

***19:03pm 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)**

See Appendix A.

### **7. External Reports**

#### **7.1 Kent County Councillor Report**

See Appendix B

**Resolved:** It was proposed by L. Prescott and seconded by D. Fleck to complain to Kent County Council about the quality of repair works to potholes in the parish.

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

**Resolved:** It was proposed by J. Flaig and seconded by L. Prescott to raise concerns regarding the flooding on Aylesham Road at the junction with Holt Street, Snowdown.

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

## **7.2 District Councillor Reports**

See Appendix C.

*Cllr C. Woodgate left the meeting 19:23.*

## **7.3 Dover District Council Community Development Officer**

See Appendix D.

## **7.4 Dover District Council Project Officer**

See Appendix E.

*19:42 V. Scott and N. Chester left the meeting.*

## **7.5 Kent Police**

No report received.

**19:43 Parish Council Meeting Resumed.**

## **8. Parish Clerk Report**

**8.1** Email received from resident enquiring if the B2046 speed reduction has been considered by the Parish Council within the Highways Improvement Plan.

**Actioned:** Informed resident that this has been added to Highways Improvement Plan for 2023; once Council have considered feedback from the imminent meeting with Kent County Council, the resident will be contacted further.

**Outcome:** Noted by Council.

**8.2** Email received in relation to metal detecting on leased areas of land.

**Actioned:** Responded that Aylesham Parish Council are unable to grant permission due to the landowner Dover District Council and Coal Board not allowing metal detecting on any land.

**Outcome:** Noted by Council.

**8.3** Email from resident explaining that her daughter tripped over a loose paving slab on the paved area in front of the train station. The resident reported that there are several slabs that are loose and when stepped on lifting up causing a trip hazard.

**Actioned:** Reported to Dover District Council Parks and Open Spaces Team, via their website.

**Update:** Email received from Dover District Council, who are investigating and will report back to the Parish Council.

**Outcome:** Noted by Council.

**8.4** Invitation received to take part in the annual Christmas Tree Festival at St Peter's Church. This year, trees will be on display between 16th December – 24th December. St Peter's Church are inviting local organisations to display a Christmas Tree decorated in a way that best represents the organisation, and what it does.

**Outcome:** Noted by Council.

**8.5** Email received from a further resident raising the following question re: School Square (Dorman Avenue North):

- Why is this still closed off and being used as a builder's yard? There are multiple building sites around the village used by both Persimmon and Barrett's which can be used for storage and materials. As there is no longer any actual building work now taking place in School Square, it seems unreasonable to keep it closed off.
- Please can the seating be restored, and this opened again for public use?

**Actioned:** Advised that we have raised this at the Aylesham Development Update Meeting. Provided resident with the Major Projects email address at Dover District Council.

**Update given under Agenda item 14.2.**

**8.6** Correspondence received from Aylesham Hub Ltd regarding Station Field. Aylesham Hub Ltd would like Aylesham Parish Council to begin the process of considering taking on a lease with Dover District Council for the area known as Station Field.

**Actioned:** Full briefing information requested from Aylesham Hub Ltd detailing their proposals that they have previously discussed with Dover District Council, in order for Council to consider taking this forward further. Once the information is received, any legal matters checked by the Parish Clerk the item will be placed as a full Agenda item at a future meeting of the Council.

**Outcome:** Noted by Council.

**8.7** Kent County Council Community Transport Grant –

Community-led groups or organisations can apply for a community transport grant to either set up a new scheme or support an existing one. Applications close on 18<sup>th</sup> December 2023:

[Community transport grant - Kent County Council](#)

**Outcome:** Noted by Council.

## **9. Section 101 Delegated Authority**

### **Full Council**

**Outline:** Hearing Statement submitted to the Programme Officer acting on behalf of the Inspectors appointed by the Secretary of State in relation to the new Dover District Local Plan Hearing Session being held in November 2023. The Hearing Statement was drafted by Cllr Fleck and Cllr Bott.

**Councillor responses:** 6 Councillors supported the Hearing Statement and it being submitted to the Programme Officer; including the Chair and Vice Chair. 3 Councillors did not respond.

**Outcome:** Hearing Statement approved and sent electronically to the Programme Officer on Tuesday 17<sup>th</sup> October 2023.

#### **Recreational & Facilities Committee**

**Outline:** Land Hire Advertising Agreement received from Aylesham4Aylesham to display two banners; one on the North side railings, one on the South side of the Market Square for their Christmas Fayre and Christmas Lights Switch-on in December. Banner advertisements to be displayed from 13/11/2023 – 24/12/2023.

**Councillor responses:** 3 Recreational & Facilities Committee Members supported the Land Hire Advertising Agreement, including the Vice Chair of the Council and in addition the Chair of the Council.

**Outcome:** Land Hire Advertising Agreement approved as outlined above.

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

#### **10.1 November 2023 payments**

<b>Payee</b>	<b>Expenditure</b>	<b>Invoice No.</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
Staff Expenses – Parish Clerk	November Expenses – HP Instant ink. Coffee for Aylesham House.	November 2023	£20.35	N/A	£20.35
Staff Expenses – Caretaker	Park Inspections Mileage October (4 weeks) 4.3 miles per week at 0.45p per mile	N/A	£7.74	N/A	£7.74
Staff Expenses – Administration Officer	Park Inspections Mileage annual leave cover. 4.3 miles at 0.45p per mile	N/A	£1.85	N/A	£1.85
Dover District Council	Contribution to White Cliffs Countryside Partnership for 2023/2024	1013329	£8,000	£1,600	£9,600
TMA Environmental Consultants	Tree Condition Survey Market Square	INV-30400	£795	£159	£954

Envisage Groundcare Maintenance	October 2023 Invoice	1484	£853	£170.60	£1,023.60
Staff Expenses – Parish Clerk Further November expenses	Remembrance Day bunting for Market Square and Ring Doorbell Yearly Subscription	N/A	£105.97	N/A	£105.97
<b>Expenditure that has been paid since the last Full Council Meeting (October 2023) as per Financial Regulations item 5.5</b>					
Neil Scrivener	War Memorial Clean	06.10.23	£120.00	£24.00	£144.00
Mazars LLP	Fee in respect of their work on the Limited Assurance Review undertaken on behalf of Smaller Authorities' Audit Appointments (SAAA) for year ended 31 March 2023.	2253836	£420.00	£84.00	£504.00
Dover District Council	Parish Council Elections held in May 2023	1013244	£4,857.87	£0.00	£4,857.87
Aylesham Heritage Centre	Grant Funding 2023/2024	N/A	£202.74	N/A	£202.74
Aylesham & Rural Community Heart	Grant Funding 2023/2024	N/A	£500	N/A	£500
St Peter's Church (Community Sessions)	Grant Funding 2023/2024	N/A	£1,600	N/A	£1,600
20 <sup>th</sup> Deal (Aylesham) Scouts Group	Grant Funding 2023/2024 – after further information was requested from their July application.	N/A	£500	N/A	£500
Aylesham People's Cinema	Grant Funding 2023/2024	N/A	£941.16	N/A	£941.16

Kent Association of Local Councils	Neighbourhood Plan Virtual Training Course 21/11/23 6 attendees	8195107689	£300	£60	£360
------------------------------------	---	------------	------	-----	------

**Resolved:** It was proposed by K. Sutcliffe and seconded by J. Flaig to accept the November 2023 Payment Schedule.

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

## 10.2 Q2 July – September 2023 Accounts

The Q2 Accounts were circulated to Councillors in advance of the meeting.

**Resolved:** It was proposed by G. Armstrong and seconded by D. Fleck that the Q2 July-September 2023 Accounts are approved by Full Council.

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

## 10.3 Staff Matters – Confidential to be held under the Public Bodies (admission to meetings) Act 1960

*Exclusion of the public under the Public Bodies (admission to meetings) Act 1960*

**Resolved:** It was proposed by K. Sutcliffe and seconded by D. Fleck to move to a closed session for item 10.3.

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

*Administration Officer left the meeting room at 19:54*

**Resolved:** It was proposed by G. Armstrong and seconded by K. Sutcliffe that Council approve the updated NALC Salary Scale Points for 2023-2024 and backdate payments to 1st April 2023, for Parish Clerk/RFO, Assistant Clerk and Administration Officer.

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

*Closed session ended, Administration Officer returned to the meeting at 19:58*

## 10.4 Draft Budget 2024/2025

Council noted the circulated Draft Budget in preparation for January 2024.

## 11. Recreational & Facilities Committee

No items to consider.

## **12.Planning, Environment & Transport Committee**

### **12.1 Dover District Council New Local Plan Examination**

Council noted that the Hearing Session for SAP24 (Land south of Aylesham), SAP25 (Aylesham Development Area) and SAP27 (Land at Dorman Avenue) had been moved by the Planning Inspectorate to 16<sup>th</sup> November 2023, Morning Session 09:30-13:30. Cllr Fleck is still planning to attend to represent Aylesham Parish Council.

## **13.Aylesham House**

The investigation works as part of the Full Plans Application to Building Control have been completed; Manse Designs Ltd will shortly submit the application to Dover District Council.

## **14.Aylesham Development**

### **14.1 Aylesham Development Update Meeting**

File notes have been circulated from the latest meeting.

**Resolved:** It was proposed by J. Flaig and seconded by D. Garrity that D. Fleck attends the Aylesham Development Update Meeting.

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

### **14.2 New or existing development issues**

Parish Clerk gave an update received from Dover District Council regarding School Square:

*“The fenced off area, which I believe is in School Square, along Dorman Avenue North is being used to store materials for remediation works to external wall boundaries for properties built in an earlier phase of the development.*

*Once these works are completed the fenced area will be converted to its final layout. I don’t have any fixed timeframes for these works yet I’m afraid, but we are looking at some time in Spring 2024.”*

**Resolved:** It was proposed by D. Garrity and seconded by D. Fleck that the Parish Council ask for information on future closures for roads/Public Rights of Way.

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

**Resolved:** It was proposed by K. Sutcliffe and seconded by G. Armstrong that the following new issue is raised:

- The area of green space behind the properties in Burgess Road/Kings Road is being used as a works storage area. Councillors have concerns about how the equipment will be moved once the houses are built and wish to know if the area will be restored to good condition after the works are complete.

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

#### **14.3 Market Square Lighting Project**

The UK Power Network works for the connection of the feeder pillar is due to begin in November 2023.

#### **15.Highways Improvement Plan (any updates)**

Parish Clerk and Administration Officer to meet with Kent County Council to discuss the recently updated Highways Improvement Plan on 16<sup>th</sup> November 2023.

#### **16.Spinney Wood**

Meeting held on 6<sup>th</sup> November 2023; file notes of the meeting have been circulated to Councillors. Parish Clerk advised Council that the suggested location for a motorbike gate near to the Wilcox Close entrance to the wood, is outside of the Aylesham Parish Council leased area for Spinney Wood and that the land does not belong to Dover District Council. This was previously confirmed to the Parish Clerk due to a previous request from Aylesham Parish Council to Dover District Council for a litter bin which was denied for the following reasons:

*“The main concern is that the litter bin would be open to abuse from the commercial venues/lorries at the nearby industrial park. We fear that the litter bin may serve as a dumping/fly tipping spot as it is out of sight of any residential properties/pedestrians. We believe the areas around the proposed location to be private land, and this may cause issues if this location does turn out to be a fly tipping spot.”*

#### **17.Centenary Committee Working Group (any updates)**

No update.

#### **18.Car Park Dorman Avenue North**

Prior to the meeting, the Parish Clerk sent across photographs of the potholes and overgrown vegetation in the car park. The Parish Clerk advised that the new estates manager for London, Kent and Sussex Co-Op property has been in touch to request to meet with the Clerk to better understand the decision made by council to not renew the lease for the Co-Op side of the carpark.

**Resolved:** It was proposed by D. Garrity and seconded by G. Armstrong that the Clerks:

- Seek quotes for the repairs of the potholes;
- Seek quotes for a suitable height barrier to be installed.
- Explore ways to resolve the car park issues across the whole width of the car park.

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



Site meeting provisionally planned for Monday 20<sup>th</sup> November 2023 at 10:30am; subject to enough Councillors being able to attend.

**19.Next Meeting Date:** Tuesday 9<sup>th</sup> January 2024.

**-Meeting closed 20:53-**

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

*Signed.....*

*Date.....*

*Aylesham Parish Council meeting January 2024*

## **November 2023 Full Council Meeting Appendices**

---

### **Appendix A:**

#### **Dover District Council Communications Officer**

Communications update: November

- Letter drops were carried out mid-October in Burgess Road, Kings Road and Queens Road to remind residents of the loss of rear access to their properties during construction on Station/Freddie's Fields. A letter initially went out in February to let people know; the latest letter was a reminder.
- Residents were informed about jitty closures and the full Heritage Road closure through Keep Me Posted and the Aylesham Garden Village website with follow-up reminders.
- The next edition of the Aylesham Garden Village News is in the process of being put together and will include an overview of each part of the development and what stages they are at, a reminder about jitty/road/footpath closures and working hours of contractors over Christmas. There will be 950 copies printed and distributed around the village.
- An update on the partial closure of the playground on Heritage Road was put out on Keep Me Posted and the Aylesham Garden Village website.

### **Appendix B**

**Kent County Council Steve Manion**

- Winter service for Kent Highways: from late October until April 2024 Kent County Council are in the 'Winter Service Programme.' Kent Highways will be monitoring the weather and proactively gritting roads as conditions warrant.
- Potholes - there is still an active pothole repair programme taking place - £3.9 million has already been spent with another £1.5 million to be completed by the end of November.
- Budgets – Kent County Council has identified measures needed to bring the 2023-24 year in on budget and looking at further savings in 2024-25 to achieve a balanced budget.

### **Appendix C**

#### **Dover District Cllr C. Woodgate**

- Lighting on Derwent Way: Cllr Pout has addressed the issue, and Persimmon are looking into this.
- If you have any planning concerns, please do let me know and I will raise these.

### **Appendix D**

#### **Dover District Council Community Development Officer N. Chester**

- There is a volunteer event on 27<sup>th</sup> November 2023 12:30- 16:30 at St Peter's Church
- The area behind the fire station (Cripps Close) is going to be cleared again, seeded and added to Dover District Council maintenance schedule. Date for clearance to be confirmed.
- Shop front grant scheme now has 5 applicants.

### **Appendix E**

#### **Dover District Council Project Officer V. Scott**

- Heritage Road closure has been delayed due to bad weather and is now due to start on 15<sup>th</sup> November 2023.
- The Heritage Road play park part closure has been pushed back to Spring 2024 and is scheduled to take up to 12 months, but it hopefully will be closer to 8 months. Residents will be given 4 weeks' notice of the closure which Dover District Council will publicise via their Communications Team.
- The Community Roots van had been in the village on 19 October, the session on 1 November had been cancelled due to bad weather. The Dover District Council Community Roots Van is next in the village on 17<sup>th</sup> November 2023 at Bechange.
- Derwent Way-Cherry Blossom Way Public Right of Way Lighting is under investigation. V. Scott contacted Kent County Council regarding lighting regulations

on Public Rights of Ways. There are no regulations that state Public Rights of Ways must have lights and the existing lights were installed purely by choice of the developer. Kent County Council are not responsible for lighting in Derwent Way therefore any lighting would be for the responsibility of Dover District Council or the landowner to maintain. Developer funding is limited, particularly ongoing replacement costs of the bollards due to vandalism. Maintenance costs will likely be passed on to residents via management company fees.

- Dover District Council Parks & Open Spaces have identified a Brown Tail Moth issue; Dover District Council cannot just treat Dover District Council land; management companies as even private houses require treatment also in order to tackle the issue. A meeting is taking place at the end of November between developers, managements companies and Dover District Council to discuss this further.
- Kent County Council have replaced the lamppost column which was holding up the CCTV element of the Milner Park project. Dover District Council can now instruct their CCTV contractor Eurovia to proceed with the works. Once the CCTV is operational the play equipment/landscaping elements can proceed.

**-End of appendices-**