



AYLESHAM PARISH COUNCIL

Minutes of the **October 2023 Full Council Meeting** held on
Tuesday 10th October 2023 at Aylesham House

SUBJECT TO CONFIRMATION AT THE NEXT MEETING

1. Those Present

Cllrs S. Bott (Chair); K. Sutcliffe (Vice Chair); G. Armstrong; D. Fleck; D. Garrity; D. Miller; B. Oliver; L. Prescott. Parish Clerk K. Robinson; Acting Assistant Clerk N. Purcell.
Kent County Cllr S. Manion. Dover District Council Officers V. Scott; N. Chester.
Two members of the public were present.

2. Apologies for Absence

Dover District Cllr J. Pout.

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

None.

4. Minutes of previous meeting: September 2023

Cllr D. Miller was listed as present but not in attendance due to personal reasons.

Resolved: The minutes from the meeting held on 12th September 2023 are a TRUE and ACCURATE record. Proposed by G. Armstrong seconded by D. Fleck

Outcome: 6 in favour, two abstained. Motion carried.

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

September 2023 Minutes items:

8.1 Speeding buses

Stagecoach Dover Operations Manager L. Sills attended the September Planning Committee meeting and is looking into the speeding buses. Residents are encouraged to give dates/times of any witnessed incidents and Stagecoach welcome residents to contact them directly with any concerns.

8.7 Roses Tea Room & Thrift Shop: reports of anti-social behaviour in their garden, which was reported to Kent Police.

No further correspondence received from Roses Tea Room & Thrift Shop about this; no Subject Access Request was submitted in order for CCTV to be checked. CCTV cannot be checked without making an application to the Data Controller (Parish Clerk).

Aylesham Parish Council approved a quote at the September meeting, for the access gap in the fence line at Aylesham House to be filled and the fence moved to the footpath to alleviate any security concerns.

12.1 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.

This application was “called in” by District Cllr J. Pout; the application will now be decided by the Dover District Council Planning Committee, as requested by Aylesham Parish Council.

12.2 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.

This application was also “called in” by District Cllr J. Pout; the application will now be decided by the Dover District Council Planning Committee, as requested by Aylesham Parish Council.

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)

Dover District Council Communications Officer M. Hall (communications update report received) – Appendix A.

7. External Reports

7.1 County Councillor Report

Cllr S. Manion – Appendix B.

7.2 District Councillor Reports

Cllr J. Pout – Appendix C.

7.3 Dover District Council Community Development Officer

N. Chester – Appendix D.

7.4 Dover District Council Project Officer

V. Scott – Appendix E.

Resolved: It was proposed by K. Sutcliffe and seconded by B. Oliver that the Parish Council request clarification on why the park needs to be closed for such a long period of time.

Outcome: All in favour, motion carried.

7.5 Kent Police

No report received.

Parish Council Meeting Resumed

Chair brought forward Agenda item 21

D. Miller declared a prejudicial interest in item 21 and subsequently left the room 19.41hrs

21. To receive and consider written applications for the office of Parish Councillor and to Co-Opt a candidate to fill the vacancy on Aylesham Parish Council

Candidate

Chair reminded Councillors of the procedure as per the Co-Option Policy which had been re-sent by the Parish Clerk to all Councillors in advance of the meeting to ensure all were confident with the process.

Four candidates applied to become Councillors, two candidates were in attendance at the meeting, two were not present. As part of the application process the two candidates present at the meeting were given the opportunity to introduce themselves and present to Council why they wished to be Councillors. Councillors asked both candidates questions based on the information provided in their application forms.

Exclusion of the public 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 merits of each applicant, it was proposed by K. Sutcliffe and seconded by B. Oliver to move this item to a closed session.

Outcome: All in favour, motion carried.

All members of the public left the meeting room at 19.54hrs

Councillors discussed the merits of both applicants.

Members of the public were invited back into the meeting room at 20.05hrs.

Chair asked for proposers, then seconders for each Candidate:

Candidate One:

Resolved: To Co-Opt Candidate One onto Aylesham Parish Council. Proposed by D. Fleck, seconded by K. Sutcliffe.

Candidate Two

Received no proposer or seconder; therefore, removing them from the process.

Candidate Three

Resolved: To Co-Opt Candidate Three onto Aylesham Parish Council. Proposed by G. Armstrong, seconded by D. Garrity.

Candidate Four

Received no proposer or seconder; therefore, removing them from the process.

Candidates One and Three proceeded to the voting stage as follows:

Candidate One:

Outcome: Four votes in favour, three against.

Candidate Three:

Outcome: Three votes in favour, four against.

Co-Option Candidate Outcome: Jonathan Flaig was duly Co-Opted onto Aylesham Parish Council. Once the Declaration of Acceptance of Office for Town/Parish Councillors Form and Notification of Disclosable Pecuniary Interests Town/Parish Council Form are completed, Jonathan Flaig will legally act as a Parish Councillor.

Chair thanked all Candidates for their applications. Councillors felt it was an extremely difficult decision this evening, and they would have liked to have chosen both candidate one and three. Candidate three was urged to consider applying in the future should there ever be a vacancy.

8. Parish Clerk Report

8.1 Kent County Playing Fields Association – Membership for 2023/2024; subscription cost £40. Aylesham Parish Council has been a member since 1996 and can apply for a grant of up to £1,000 for playgrounds.

Resolved: To renew membership to Kent County Playing Fields Association for 2023/2024. Proposed by B. Oliver, seconded K. Sutcliffe.

Outcome: All in favour, motion carried.

8.2 Resident reported overgrown footpaths between Kings Road and Cornwallis Avenue. This has been reported again to Dover District Council by the Acting Assistant Clerk.

Outcome: Noted by Council.

8.3 Dover District Council is to carry out a review from 2nd October 2023 of its polling districts and polling places, which are carried out every 5 years. Electors within the Council area or within a UK Parliamentary constituency which has any part in the authority may make a representation. Dover District Council invite comments from all Electors regarding

the convenience of voting at polling stations currently used for elections and would welcome suggestions for alternative venues. Dover District Council would also welcome views of all residents, particularly disabled residents, or any person or body with expertise in access for persons with any type of disability, on the proposals, ARO's representations or any other related matters. Anybody making representations should, if possible, give alternative venues that may be used as polling places if they feel the current ones are unsuitable. Comments and representations may be submitted by post, email or online: www.dover.gov.uk/Polling-District-Review-2023

Current venue Polling Stations for Aylesham are:

St Finbarr's Church, Market Place and Aylesham Free Baptist Church, Dorman Avenue South. Residents as well as the website address above, can also find information on the Parish Councils' Community Noticeboard outside the Co-Op Store on Market Place.

Councillors commented that both locations are central, accessible and easy to find.

Resolved: To submit 'no comment' to the Polling Stations Consultation. Proposed by D. Fleck, seconded B. Oliver.

Outcome: All in favour, motion carried.

8.4 Cllr L. Prescott and Cllr. Armstrong represented Aylesham Parish Council at the Kent Police Town and Parish Meeting on 20th September 2023.

Update: Kent Police informed that there should be 12 Officers for the district, but currently there are only 6, and out of those 6 there are 3 on sick leave. It appears to be a district wide issue with anti-social behaviour involving motorbikes. Aylesham has seen a 43% increase in anti-social behaviour in the Parish.

8.5 Cripps Close – road surface; Kent County Council have closed the report on their website saying contacted Client but not made contact with Parish Clerk who has now chased this. Half the surface appears to have been resurfaced but the other still very poor.

Outcome: Noted by Council.

8.6 Resident contacted the Acting Assistant Clerk regarding School Square (former show home area, Dorman Avenue North):

- no signage to the houses so deliveries etc struggle to find the properties – who can they contact to have a sign for 'School Square' installed.
- They also asked who is responsible for maintenance around the properties as lots of 'builders' mess has been left. It appears to be a split area between Persimmon Homes and BDW Homes.
- Can they put a fence up around property at the front. Actioned: Parish Council cannot advise on this matter, check property deeds/contact developer who built the house. **Council to discuss under Agenda item 14.2.**

9. Section 101 Delegated Authority

None.

10. Finance, Audit & Personnel Committee

10.1 October 2023 payments

| Payee | Expenditure | Invoice No. | Net | VAT | Total |
|--|--|--------------|-----------|---------|-----------|
| Staff Expenses – Parish Clerk | October Expenses – HP Instant ink. Two replacement handy bin bag holders (litter picking) | October 2023 | £30.47 | N/A | £30.47 |
| Staff Expenses – Caretaker | Park Inspections Mileage September (4 weeks) 4.3 miles per week at 0.45p per mile | N/A | £9.67 | N/A | £9.67 |
| Staff Expenses – Acting Assistant Clerk | Mileage to site visits of leased/freehold areas of land with Parish Clerk 4.3 miles at 0.45p per mile | N/A | £1.85 | N/A | £1.85 |
| Safeplay Playground Services | At Height Inspection, Skate Park and replacement cradle seat swing, Snowdown Play Park | 24871 | £429.00 | £85.80 | £514.80 |
| Dover District Council | Annual Lease Payments 2023/2024 Market Square, Attlee Avenue, Skate Park | 1013088 | £376.00 | N/A | £376.00 |
| Approved expenditure that has been paid since the last Full Council Meeting (September 2023) as per Financial Regulations | | | | | |
| Envisage Groundcare Ltd | September Grounds Maintenance | 1454 | £843.00 | £168.60 | £1,011.60 |
| Christopher Cooney | Window Cleaning, Aylesham House | 190 | £35.00 | N/A | £35.00 |
| Viabl Ltd | Pest Control Services, Market Square | 4490824-J1 | £265.00 | £53.00 | £318.00 |
| Christopher Punyer Fencing Services | Iron railing replacement, Market Square. Sleeper flowerbeds repair, Market Square. Aylesham House fence relocation & extension | 02/10/2023 | £1,172.98 | N/A | £1,172.98 |

Resolved: To approve the October 2023 payments. Proposed by B. Oliver, seconded G. Armstrong.

Outcome: All in favour, motion carried.

10.2 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: Under the terms of the Public Bodies (admission to meetings) Act 1960, by virtue of the business to be transacted involving staff matters, it was proposed by B. Oliver and seconded by K. Sutcliffe to move to a closed session for item 10.2.

Outcome: All in favour, motion carried.

Acting Assistant Clerk and two Members of Public left the meeting 20.20hrs

Resolved: To approve the Staff Review Report prepared by the Parish Clerk, and to proceed with the quotation for the Staff Review with Local Council Consultancy for £837.50. Proposed by K. Sutcliffe, seconded by B. Oliver.

Outcome: All in favour, motion carried.

Acting Assistant Clerk and one Member of Public returned to the meeting 20.23hrs

10.3 Annual Governance and Accountability Return 2022/2023 – Completion of Audit

The external audit has been completed by Mazars LLP; with their External Auditors Report and Certificate 2022/2023 stating the following:

“On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that the relevant legislation and regulatory requirements have not been met.

*Other matters not affecting our opinion which we draw to the attention of the authority:
Not applicable.”*

Resolved: To note and accept the Audited Annual Governance Review for 2022/2023. Proposed by D. Fleck, seconded B. Oliver.

Outcome: All in favour, motion carried.

Chair gave thanks to the Parish Clerk for her diligent work resulting in a successful audit.

11.Recreational & Facilities Committee

None.

12.Planning, Environment & Transport Committee

12.1 Dover District Council New Local Plan Examination

D. Fleck is representing Aylesham Parish Council at the Hearing Session held by the Inspectors that were appointed by the Secretary of State on SAP 24, SAP 25, and SAP 27 on Wednesday 22nd November 2023; morning session 09.30am-13.30pm at Dover District Council Offices.

Hearing Statements respond directly to all the points raised in the Matters, Issues and Questions by the Inspectors. Any representors who have made comments seeking a change to the Plan and who are invited to the hearing sessions may also submit Hearing Statements. This, however, is optional and is not a requirement of the hearings. Hearing Statements must be submitted electronically to the Programme Officer no later than 5pm on Wednesday October 2023.

Resolved: S. Bott and D. Fleck to draft a Hearing Statement. Clerks to review then send to all Councillors for a decision to be made by S101 Delegated Authority. Proposed by B. Oliver, seconded D. Fleck.

Outcome: All in favour, motion carried.

13.Aylesham House

Parish Clerk, Acting Assistant Clerk and Manse Designs Ltd met with Dover District Council for a pre-application advice meeting in relation to Building Regulations. A Full Plans Check Application is required to be submitted; along with the existing footings of the side extension checked by a contractor prior to the application being submitted.

Resolved: To accept the quotation from Mark Broadhurst for £350 plus Vat. Proposed by B. Oliver, seconded by D Garrity.

Outcome: All in favour, motion carried.

14.Aylesham Development

14.1 Aylesham Development Update Meeting

September 2023

Outcome: No comments by Council.

14.2 New or existing development issues

Councillors discussed their concerns about the Derwent Way Public Right of Way lighting project which was designed and then due to be installed by Persimmon Homes. After a public consultation where just 6 complaints from residents were received, they are now not wishing to proceed. Dover District Council Project Officer V. Scott is investigating further.

Resolved: To ask all Dover District Councillors for the Ward to support the project. Clerks to look at the planning permission that was granted for the Public Right of Way in order to look at whether enforcement could be pursued and to write a letter to Persimmon Homes Ltd with Dover District Council copied in. Proposed by D. Fleck and seconded by B. Oliver.

Outcome: All in favour, motion carried.

Earlier agenda item 8.6: Resident contacted the Acting Assistant Clerk regarding School Square (former show home area, Dorman Avenue North):

- No signage to the houses so deliveries etc struggle to find the properties – can a sign for ‘School Square’ be installed.
- Who is responsible for maintenance around the properties as lots of ‘builders’ mess has been left. It appears to be a split area between Persimmon Homes and BDW Homes.

Resolved: Clerks to raise the residents' request for signage for School Square and the builders mess at the next Aylesham Development Update Meeting. Proposed by D. Fleck and seconded by B. Oliver.

Outcome: All in favour, motion carried.

Resolved: To raise the concerns regarding the builder’s mess in School Square at the next Aylesham Development Update Meeting. Proposed by B. Oliver, seconded by G. Armstrong.

Outcome: All in favour, motion carried.

Resolved: To raise the idea of new signage in the village at the next Recreational & Facilities Committee Meeting. Proposed by B. Oliver, seconded by D. Fleck.

Outcome: All in favour, motion carried.

14.3 Market Square Lighting Project

Awaiting quote imminently from UKPN. PSR Lighting Ltd are ready to install as soon as the feeder pillar is connected.

15.Highways Improvement Plan

Acting Assistant Clerk drafted the Highways Improvement Plan for 2023/2024 prior to the meeting, which was then circulated to Councillors.

Resolved: To approve the Highways Improvement Plan for 2023/2024 as drafted by the Acting Assistant Clerk. Proposed by G. Armstrong, seconded K. Sutcliffe.

Outcome: 7 in favour, 1 against. Motion carried.

16.Spinney Wood

Parish Clerk awaiting dates to meet with White Cliffs Countryside Partnership regarding anti-social behaviour.

17. Aylesham Parish Council Four Year Objectives

Resolved: Neighbourhood Plan to be progressed by the Planning Committee and considered in the draft budget for 2024/2025. Proposed by L. Prescott, seconded B. Oliver.

Outcome: All in favour, motion carried.

18. Centenary Committee Working Group (any updates)

The Working Group are to meet again soon to set up a dedicated email in order to invite other community groups to join them in planning the celebrations.

19. Cooting Road

Parish Clerk contacted Kent County Councillor Manion regarding the concerns about the extremely poor road surface. Tom Williams, Highway Manager at Kent County Council responded:

"I can confirm this site is still on our Road and Footway Asset programme however, I can confirm that thus far it is not on the list to be completed this year. This list is subject to change; however, I cannot place guarantees on this occurring.

My team will continue to carry out minor works on this road until it can be completed via our local needs.

I understand that this seems to be a long process however, our HAMHIT team must work on the sites identified as deficient based on their system surveys as a first port of call. Following this they try their best to get our local requests complete."

Outcome: Noted by Council.

20. Meeting Times

Resolved: To bring Full Council meeting start time forward to 18.00hrs. Proposed by L. Prescott, seconded G. Armstrong.

Outcome: 3 in favour, 5 against. Motion **not** carried.

21. To receive and consider written applications for the office of Parish Councillor and to Co-Opt a candidate to fill the vacancy on Aylesham Parish Council

Held earlier in meeting.

22. Next Meeting Date

Tuesday 14th November 2023 at 19.00hrs.

Meeting closed 21.15hrs

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

Signed (Chair):.....

Date:.....

October 2023 Full Council Appendices

Appendix A

Dover District Council Communications Officer M. Hall (communications update report received)

- The latest edition of the Aylesham Garden Village news was published in September and 950 copies distributed to shops and community spaces (health centre, library, Bechange, churches etc) as well as the two schools to go in pupils' book bags. A digital version of the newsletter was sent out to subscribers of the Aylesham topic on Keep Me Posted (1,132 subscribers). It is also posted on the [Aylesham Garden Village](#) website and [Aylesham Garden Village Twitter](#) page. This edition included details on construction work on Station Field and the closure of Heritage Road, including diversions and where access is still available. It also included dates of engagement events with the Community Roots van. Details were included of who to contact with any construction related issues.
- Engagement events are being held in Aylesham with the Community Roots van approx. every two weeks up to December 7. These are being promoted on the Aylesham Garden Village website, Keep Me Posted and Twitter.
- A letter drop is planned for residents in Burgess Road about loss of rear access and jitty closures. This is happening on October 26 and the letter drop will take place this week.
- Vicky Scott has told developers it is imperative we are given two to three weeks' notice of any site/road closures so we can give ample notice to residents.

Appendix B.

County Councillor Report Cllr S. Manion

- Have been chasing the continuing water leak on Aylesham Road with no success but will continue to chase.
- Current discussions within KCC are regarding the budget. There are several key challenges to get the 23/24 budget back in line, but we are making good progress. Next year there will be policy choices that will determine the way we transform services.

Appendix C

7.2 District Councillor Report Cllr J. Pout

- No update on Cripps close planning app lapse - although I believe column is now installed.
- I sit on the Dover District Council Electoral Matters Committee. The only update was to Aylesham - proposal is 2 polling stations as per the local elections, except this time they are divided by geography rather than road names making it much clearer for residents. I was happy with this in the committee meeting.

- Play Park next to Health Centre - I made it clear that this should remain open regardless of building works: closing for months on end is unnecessary. If it must close for health and safety of children, it should be partial and for the shortest time possible.
- Planning applications 23/00980 & 23/00951 were 'called in' as requested - there should be a clear, material planning reason for calling these in.

Appendix D.

Dover District Council Community Development Officer N. Chester

- Dover District Council are holding a jobs fair in conjunction with the DWP Thursday 12th October 2023 at the Cruise Terminal, Dover.
- There has been a fantastic response to the volunteer scheme, we plan to hold a launch event on 6th November at St Peters church. Further details to be confirmed.
- N. Chester is now the Armed Forces lead for Dover District Council.

Appendix E

Dover District Council Project Officer V. Scott

- Anti-social behaviour has increased on all the development sites, therefore extra security measures have been put in place including a security dog overnight, this also includes Station Field which has CCTV cameras. Since these have been in place there has been a reduction in anti-social behaviour.
- Heritage Road/footpath will close from Bell Grove to Market Place from 1st November 2023, Dover District Council will put out communications about this, this week. The through road from Bell Grove to Burgess will remain open. Apart from some partial closures for service connections and construction of parking spaces.
- The Community Roots Van will be near the Health Centre car park on 19/10/2023 and 01/11/2023 for residents who have any questions to ask the Dover District Council Officers.
- The playground next to the Health Centre on Heritage Road will part close early December 2023 for one year; in order to protect children. Two to three pieces of playground equipment will be closed off and will re-open as soon as it is safe. Contractors will be working at height next to the play park therefore they cannot take the risk.
- Public Right of Way EE288 and EE461 diversion for Parcel 3 Ratling Road will proceed as planned. Another objection was received but this has now been cleared. Dover District Council will work with the Parish Council regarding the land adjacent to the allotments.
- Derwent Way public right of way lighting project; V. Scott visited today and one lighting bollard is down which she will report as urgent to Persimmon Homes. Unfortunately, there is no news on the project, but she will continue to chase Persimmon Homes on this.