



AYLESHAM PARISH COUNCIL

Minutes of the Full Council Meeting held on 14th July 2026

at Aylesham Community Trust

SUBJECT TO CONFIRMATION

1. Those Present

Cllr Bott (Chair); Cllr Fleck (Vice Chair); Cllr Armstrong; Cllr Flaig; Cllr Patel; Cllr Miller.

Officers in attendance: Deputy Officer N. Purcell; Assistant Officer D. Quinn.

Other Attendees: Richard Haynes, White Cliffs Countryside Partnership.

Member of the Public: J. Vaivade (co-option applicant).

2. Apologies for Absence

Cllr Sutcliffe – Personal reasons.

Cllr Charman – Personal reasons.

County Councillor Porter.

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

Cllr Bott – Aylesham Community Trust: full dispensation.

Cllr Flaig – Aylesham Community Trust: dispensation for all matters except financial.

4. 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

One application for co-option was received and considered by Council.

Resolved: Proposed by Cllr Armstrong, seconded by Cllr Flaig to Co-opt Jekaterina Vaivade onto Aylesham Parish Council.

Outcome: All in favour, motion carried.

Cllr Vaivade was duly co-opted onto Aylesham Parish Council and signed the Declaration of Acceptance of Office.

19:09 Standing orders were suspended for up to 15 minutes to allow discussion with Members of the Public present at the meeting:

5. Public Participation Period

See Appendix A.

Standing Orders resumed 19:15

The Chair exercised their discretion under Standing Order 1(a) to vary the order of the agenda and brought forward Agenda Item '15.5 Spinney Wood' for consideration.

15.5 Spinney Wood

Council considered the points raised in Appendix A regarding the benefits of coppicing the woodland.

Resolved: Proposed by Cllr Flaig, seconded by Cllr Patel, that Aylesham Parish Council support the proposed coppicing works at Spinney Wood, as outlined by White Cliffs Countryside Partnership and detailed in the woodland management information presented to Council.

Outcome: All in favour, motion carried.

Richard Haynes left the meeting 19:22 and Standing Orders were suspended to allow discussion with Members of the Public present at the meeting:

6. External Reports (Updates)

6.1. District Councillors

None.

6.2. County Councillors

Appendix B.

6.3. Kent Police

None.

Resolved: Proposed by Cllr Flaig, seconded by Cllr Vaivade that the absence of a response regarding the proposed joint Councillor/PC drop-in session to be escalated, plus to include the Police & Crime Commissioner.

Outcome: All in favour, motion carried.

6.4. Dover District Council Community Development Officer

No updates.

Standing Orders resumed 19:31.

7. Confirmation of the Accuracy of the Minutes of the Last Full Council Meeting

June 2026

Resolved: Proposed by Cllr Flaig, seconded by Cllr Patel that the minutes of the meeting held on 9th June 2026 are a TRUE and ACCURATE record.

Outcome: All in favour, motion carried.

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

None.

9. Chief Executive Officer Report

9.1 Southern Water HGV Movements - Dorman Avenue North

Council noted the update.

Resolved: It was proposed by Cllr Patel, seconded by Cllr Fleck that the Chief Executive Officer sends a further response to Southern Water seeking clarification on the outstanding matters, including current and future routing, traffic management, supervision, signage, duration of works and evening/night-time operations. Additionally, to include that the matter has been discussed at a meeting of the Full Council, with County and District Councillors to be copied into the correspondence.

Outcome: 6 in favour, 1 abstained, motion carried.

9.2 Martyn's Law

Council noted that the Chief Executive Officer was scheduled to attend the Home Office webinar on Monday 20th July 2026.

10. Correspondence

10.1 Shake & Waffle Co

Council noted the Chief Executive Officer's advice.

10.2 Kent County Council Highways

Resolved: Proposed by Cllr Fleck, seconded by Cllr Armstrong for Officers to contact Kent County Council Highways Cabinet Member asking for an explanation of what operational pressures are causing such a delay, when Council was assured that under this budget, there would be no frontline impact.

Outcome: All in favour, motion carried.

11. Finance

11.1 July 2026 Payment Schedule

Payee	Expenditure	Invoice No.	Net	VAT	Total
Expenditure that has been paid since the last Full Council Meeting as per Financial Regulation 6.8 iii					
Christopher Cooney	Windows and Sign Cleaning Aylesham House bi-monthly	341	£40.00	N/A	£40.00
Aylesham Community Trust	May Meeting Room Hire	INV-6883	£250.00	£50.00	£300.00
HMRC	PAYE & NI	2703	£2,920.35	N/A	£2,920.35
R Miller	Aylesham House Cleaning	031	£55.00	N/A	£55.00
Kent Association of Local Councils	Engage more effectively with young people - Training Course Cllr Bott	BR0006210	£40.00	£8.00	£48.00
Kent Association of Local Councils	Engage more effectively with young people	BR0006232	£40.00	£8.00	£48.00

	Training Course Cllr Flaig				
Kent Association of Local Councils	Data Protection for Cllrs – Training course Cllr Patel	BR0006237	£40.00	£8.00	£48.00
Kent Association of Local Councils	Data Protection for Cllrs	BR0006234	£40.00	£8.00	£48.00
Aylesham Parish Council Redwood Bank 35 Notice Account	Savings Transfer in line with Annual Council Meeting Resolution	N/A	£55,000.00	N/A	£55,000.00
Purefect Cleaning – Terry Brown	Market Square Picnic Bench Cleaning/Removal of Graffiti R&F Committee	Invoice 1 – Bench Clean	£45.00	N/A	£45.00
Dover Activity Parks CIC	Skateboarding Lessons 2026 R&F Committee	2605	£800.00	N/A	£800.00
R Miller	Aylesham House Cleaning	031 & 032 (Two weeks' invoices)	£110.00	N/A	£110.00
Purefect Cleaning – Terry Brown	Snowdown Recreation Ground Play Equipment Jet Wash (removal of bird deposits) R&F Committee	22/06/26	£130.00	N/A	£130.00

R Miller	Aylesham House Cleaning	033	£55.00	N/A	£55.00
Greatbatch Ltd T/A Letterbox Distribution	20 Additional Newsletters (June) for Aylesham Station/Aylesham House	020041	£35.21	£7.04	£42.25
Envisage Group Ltd	June Invoice	2383	£1,610.55	£322.11	£1,932.22
R Miller	Aylesham House Cleaning	034 & 035	£110.00	N/A	£110.00
JS Security Group Ltd	Aylesham House Internal CCTV camera and fitting	002053	£341.50	£68.30	£409.80
R Miller	Aylesham House Cleaning	036	£55.00	N/A	£55.00
HMRC	PAYE & NI	2704	£2,920.34	N/A	£2,920.34
The Laundrette and Ironing Shop Ltd <i>Debit Card Payment</i>	10 th March - 23 rd June Cleaning Items from Aylesham House	NVREF0551	£80.00	£16.00	£96.00
Co-Op <i>Debit Card Payment</i>	Office Milk	n/a	£1.65	N/A	£1.65
Amazon Business <i>Debit Card Payment</i>	Isopropyl Alcohol IPA 99.9% 1L for Graffiti Removal	GB604DWNO WRL9I	£6.52	£1.30	£7.82

Amazon Business <i>Debit Card Payment</i>	Padlock & Keys for car park height barrier	GB606Q6VY0 VQTI	£32.32	£6.46	£38.78
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Resolved: Proposed by Cllr Armstrong, seconded by Cllr Fleck to approve the July 2026 Payment Schedule.

Outcome: All in favour, motion carried.

11.2 Aylesham Aspiration Fund Applications

Resolved: Proposed by Cllr Armstrong, seconded by Cllr Flaig to award the full amount applied for, £150.00, to Kaeden Jefferys to be used towards books/study materials and workwear/PPE.

Outcome: All in favour, motion carried.

11.3 Councillor ICT Equipment

Cllr Bott advised that she would purchase a new iPad in her own capacity and will continue to use the device for Council-related matters. No Council funds will be used for the purchase.

12. Personnel Matters

None.

13. Section 101 Delegated Authority

None.

14. Training and Development

Council noted that Cllr Flaig and Cllr Bott were due to attend the KALC Planning Conference on 16th October 2026 and the Funding for Parish and Town Councils training on 29th October 2026.

15. Committees

15.1 Former Youth Centre Development planning application 26/00535

Proposal: Erection of 15 dwellings with associated parking.

Location: Land at Former Aylesham Youth Centre, Ackholt Road, Aylesham, CT3 3AS.

Resolved: Proposed by Cllr Flaig, seconded by Cllr Armstrong to agree to the Parish Council's response as outlined in the Parish Council agenda pack with the additional wording in the supplementary update.

Outcome: All in favour, motion carried.

Resolved: Proposed by Cllr Fleck, seconded by Cllr Patel for Officers to contact Dover District Councillors to 'call in' the application.

Outcome: All in favour, motion carried.

15.2 Dover Council Planning Application reference 20/00365

Proposal: Approval of the reserved matters for the strategic Infrastructure Phase 2B.16, 2B.17, 2B.18, 2A.6, 2A.7 and 3.1 including details for conditions 2, 21, 22, 24, 25, 32 and 37 pursuant to permission DOV/19/000821

Location: Phase 2A.1 And 2A.2 Aylesham Village Expansion Aylesham Kent

Resolved: Proposed by Cllr Armstrong, seconded by Cllr Fleck for Council to object to the planning application as per the draft response outlined in the July 2026 agenda pack.

Outcome: All in favour, motion carried.

15.3 Highways Improvement Plan

Resolved: Proposed by Cllr Flaig, seconded by Cllr Fleck to approve the revised Highways Improvement Plan, incorporating the committee's amendment to include the whole of Ratling Road, and move this item to priority position number 6. To authorise Officers to submit the ratified HIP to Kent County Council Highways and, at the appropriate time, request a HIP meeting and seek initial feasibility advice and indicative costings.

Outcome: All in favour, motion carried.

15.4 Planning Consultancy Advice – Aylesham South

Resolved: Proposed by Cllr Flaig, seconded by Cllr Vaivade to approve the appointment of Troy Planning + Design to undertake an initial planning review in relation to the Aylesham South development at a fixed cost of £1,500.00 + VAT.

Outcome: All in favour, motion carried.

15.6 Diwali Event Proposal

Council discussed the possibility of facilitating a Diwali celebration in November 2026, as per Cllr Patel's report. Council noted that it is unlikely to be feasible for the Council to facilitate this for 2026. Council noted the Officer's report and the comments made by Cllr Patel.

Resolved: Proposed by Cllr Flaig, seconded by Cllr Patel that as the Parish Council cannot facilitate the organisation of Diwali for 2026, to invite local community organisations to explore whether they can facilitate the event as a community-led event for 2027, with the Parish Council supporting in other ways such as grants.

Outcome: All in favour, motion carried.

15.7 Special Motion - Snowdown Recreational Ground: Mole Activity

Resolved: Proposed by Cllr Fleck, seconded by Cllr Flaig that the Council support the Special Motion requesting that Officers explore humane methods for controlling mole activity at Snowdown Recreation Ground, obtain costings for any proposed action, and report back to Full Council for further discussion and agreement before any further action is taken.

Outcome: 5 votes in favour, 2 abstained, motion carried.

16. Consideration of Alternative Venues for Parish Council Meetings

Resolved: Proposed by Cllr Armstrong, seconded by Cllr Miller for Officers to investigate alternative venues for future meetings, and bring back to a future meeting for consideration.

Outcome: 5 in favour, 2 abstained, motion carried.

17. Communications and Social Media Working Group - Terms of Reference

Resolved: Proposed by Cllr Vaivade, seconded by Cllr Patel to adopt the Communications and Social Media Working Group Terms of Reference.

Outcome: All in favour, motion carried.

18. Communications & Social Media Strategy Working Group Updates; Community Engagement, Newsletter and Website

18.1 Communications and Social Media Strategy Working Group Updates

18.1.1 June Meeting File Notes

Council noted the file notes from the previous meetings. Next working group meeting is due to be held on 28th July 2026.

18.1.2 Communications, Social Media and Digital Communications Policy

Resolved: Proposed by Cllr Patel, seconded by Cllr Flaig to adopt the new Communications, Social Media and Digital Communications Policy.

Outcome: All in favour, motion carried.

18.1.3 Instagram – Approval in Principle

Resolved: Proposed by Cllr Patel, seconded by Cllr Vaivade to approve, in principle, the creation of an official Council Instagram account and to authorise Officers to progress the practical launch arrangements, with input from the Communications and Social Media Working Group, in accordance with the adopted Communications, Social Media and Digital Communications Policy.

Outcome: All in favour, motion carried.

18.2 Newsletter Update

Council noted the update of printed newsletters now being available at Aylesham Train Station and Aylesham House.

18.3 Monthly Councillor Drop-in Sessions

Resolved: Proposed by Cllr Patel, seconded by Cllr Armstrong, not to hold a Cllr drop-in session in August 2026.

Outcome: All in favour, motion carried.

19. Attlee Avenue Play Park – Return of Operational Responsibility

Resolved: Proposed by Cllr Patel, seconded by Cllr Vaivade, to approve the return of normal operational responsibility for Attlee Avenue/Cripps Close Play

Area to Aylesham Parish Council in accordance with the lease arrangements; to continue to pursue any outstanding warranty and defect matters with Dover District Council, BDW Homes and the relevant contractors; and to install signage at the play area displaying Aylesham Parish Council's details following the return of operational responsibility.

Outcome: 6 votes in favour, 1 against, motion carried.

20. Section 106 Funding for Play Equipment

Resolved: Proposed by Cllr Patel, seconded by Cllr Miller, that Officers seek clarification as to whether the proposed gate and associated fencing at Attlee Avenue/Cripps Close Play Area were included within the approved plans. Once clarification had been received, the information would be circulated to all Councillors by email to enable a decision on the allocation of the Section 106 funding to be made under Section 101 delegated authority.

Outcome: All in favour, motion carried.

21. Aylesham Centenary

Resolved: Proposed by Cllr Flaig, seconded by Cllr Patel to defer consideration of this item until the September 2026 Full Council meeting.

Outcome: All in favour, motion carried.

22. Aylesham Community Trust – National Lottery Heritage Fund Centenary 2027 Application (any updates)

Council noted the Centenary Partners Day update and Aylesham Community Trust's proposed Heritage Fund project.

Resolved: Proposed by Cllr Vaivade, seconded by Cllr Miller to support in principle by:

1. Assisting with access to public spaces and events.
2. Participating as a steering partner, supporting the long-term legacy of project outcomes.
3. Supporting collaborative activities celebrating Aylesham and neighbouring villages' shared mining heritage
4. Authorising Officers to issue an updated letter of support covering only the areas agreed by the Council.

Outcome: All in favour, motion carried.

Council noted that the support agreed in principle created no operational or financial commitment without further approval.

23. Market Square Lighting Project (any updates)

No update.

24. Allotments (any updates)

Council noted the update as per the July 2026 Agenda Pack.

25. Aylesham House

Council noted that the upstairs staff toilet remedial works were scheduled to commence on Tuesday 28th July 2026.

Council further noted that Aylesham Parish Council had been awarded £20,000 through the National Lottery Awards for All programme towards the Aylesham House refurbishment project. The grant funding would contribute towards the project costs alongside the Parish Council's own contribution.

26. Local Government Reorganisation (any updates)

An announcement regarding the outcome is expected imminently.

27. Dover District Council Community Governance Review 2026

Council noted that Dover District Council was considering the representations received during stage two of the Community Governance Review, with final recommendations expected to be published around 22 October 2026. It was further noted that any approved changes to Parish Councillor numbers would take effect at the May 2027 parish elections.

Outcome: Noted.

28. Next Meeting Date

Tuesday 8th September 2026.

29. Legal Matters – Confidential to be held under the Public Bodies (Admissions to Meetings) Act 1960

There were no updates, therefore Council did not enter a confidential session.

29.1 Licence for Major Alterations (Market Square) and Heritage Sign Licence
No updates.

Meeting Closed at 21:30

Approved by Council at the meeting held on 8th September 2026 as a true and accurate record:

Signature (Chair)	
Date	

Appendix A – Richard Haynes, White Cliffs Countryside Partnership

WCCP wish to carry out coppicing of two areas within Spinney Wood as part of our regular winter works programme to manage the site for the benefit of wildlife.

Coppicing is an act by which a tree is cut down near the base (close but above the ground level); this prolongs the life of a tree, as it causes it to regrow from this point. For example, coppiced hazel trees are expected to live for hundreds of years rather than their normal lifespan of 70 years (un-coppiced). This practice has a substantial benefit for wildlife too, with some bird species in the UK predominantly associated with woodlands containing coppice, such as nightingale.

Further information on our proposed coppicing work can be found in the attached Management Plan for Spinney Woods.

We intend to coppice a mix of tree species - predominantly sweet chestnut, hazel and hornbeam. Most of these trees will already be multi-stemmed from previous coppicing; others may be being coppiced for the first time. We intend to coppice approximately 40 trees during this winter period in two areas of the woodland (mapped below).

Arisings created from the coppiced materials will be used to make additional wildlife features on the site, called dead hedges. These are essentially compacted piles of brash (cuttings) that provide further nesting spots for birds and small mammals. Log piles will also be left.

Replanting of these trees will **not** take place, as these trees will regrow from the stumps, as described earlier. For more information, please see the attached management plan.



A map showing the proposed coppice areas at Spinney Wood, for this winter (Oct–Feb 2026/27). The landownership boundary is marked, and the coppice areas are highlighted in red.

Appendix B – Kent County Councillor Porter

July 2026

Dover Christ Church Academy to benefit from expanded specialist support from KCC Investment.

Specialist support for pupils with complex needs is set to be expanded and enhanced following £377,000 funding from KCC. It brings facilities such as sensory areas, therapy places, refurbished classrooms, new IT equipment and a work experience café.

SEND Local Area Inspection. What to expect and how to have your say.

OFSTED and CQC have notified KCC that they are carrying out a SEND Local Area Partnership Inspection here in Kent. They will look at how well education, health and care services work together to support children and young people with SEND from birth to age 25. Inspectors will begin their detailed work with on-site

visits at Sessions House from 6th to 10th July. Area SEND Inspections Explained can be found on YouTube or on KCC website.

Enabling Community Empowerment

KCC invites proposals to take over the running of KCC Windmills

KCC is asking interested community groups to come forward with proposals to take over the important features of Kent's Heritage.

The 8 windmills in scope are Chillenden Mill, Drapers Mill Margate, Herne Mill, Meopham Mill, Stelling Minnis Mill, Stocks Mill Wittersham, West Kingsdown Mill, and Union Mill in Cranbrook.

Email windmills@kent.gov.uk for information on how to submit a bid.

Flags across Kent to stay unless they pose a safety risk

KCC Highways will not remove flags from buildings unless they pose a safety risk to road users. Flags that obstruct essential infrastructure will be removed. Residents are urged to put safety first and avoid climbing lamp posts or tall buildings as this puts them at risks of serious injury.

-End of appendices -