



## **AYLESHAM PARISH COUNCIL**

Minutes of the **Full Council** meeting held on **13<sup>th</sup> August 2024**  
at Aylesham Community Trust  
**SUBJECT TO CONFIRMATION AT THE NEXT MEETING**

**1. Those Present**

**Members:** K. Sutcliffe (Vice Chair); D. Fleck; J. Flaig; L. Prescott, D. Miller, S. Vizor.

**Officers in Attendance:** Deputy Officer N. Purcell; Assistant Officer D. Jenkins.

One member of public was present.

**2. Apologies for Absence**

Cllr Bott – personal reasons.

Cllr Armstrong – personal reasons.

Dover District Cllr Pout.

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

J. Flaig- Trustee of Aylesham Community Trust

K. Sutcliffe Aylesham Heritage Centre- Dispensation

*Meeting was suspended for up to 15 minutes to allow discussion with Members of the  
Public present at the meeting:*

**4. Public Participation Period**

See Appendix A.

*Member of the public left the meeting at 19.12  
Parish Council Meeting Resumed*

**5. External Reports (Updates)**

**5.1 County Councillor**

None.

**5.2 District Councillor**

None.

**5.3 Dover District Council Community Development Officer**

See appendix B.

#### **5.4 Kent Police**

July report received, circulated to Councillors prior to the meeting and is available on our website.

#### **6. Minutes of previous meeting: July 2024**

**Resolved:** It was proposed by D. Fleck and seconded by L. Prescott that the minutes of the meeting held on the 9<sup>th</sup> July 2024 are a TRUE and ACCURATE record.

**Outcome:** 3 in favour, 2 abstained (due to being absent from the July meeting). Motion carried.

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

None.

#### **8. Chief Executive Officer Report**

**8.1** Invitation from Aylesham Carnival Association for the Chair of the Parish Council or another representative in their place to attend Aylesham Carnival as a Dignitary on Saturday 21<sup>st</sup> September 2024.

**Resolved:** It was proposed by S. Vizor and seconded by D. Fleck for Cllr Bott to attend Aylesham Carnival as a Dignitary.

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

**8.2** Resident concerns regarding tree removal at St Finbarr's Church, Market Place.

**Resolved:** It was proposed by D. Fleck and seconded by D. Miller for Officers to report the tree removal Dover District Council planning enforcement.

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

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

**9.1 S101 Delegated Authority Outline:** Quotation from All About Asbestos Ltd in the sum of £1,150 plus VAT to safely remove and dispose of the floor tiles in the downstairs kitchen that contain asbestos fibres, and then to carry out an air monitoring test.

**Councillor responses:** 6 out of 8 responded in favour.

**Outcome:** Quotation for the works approved.

Noted by Council.

#### **10. Personnel Matters**

None.

## 11. Finance

### 11.1 August 2024 Payment Schedule

Payee	Expenditure	Invoice No.	Net	VAT	Total
CEO/RFO	July 2024 Expenses HP Instant Ink	July 2024	£49.46	N/A	£49.46
Caretaker	Park Inspections Mileage July (5wks) 4.3 miles p/w at 0.45p p/m	N/A	£9.67	N/A	£9.67
Envisage Groundcare Ltd	July Invoice; plus waste clearance (parks and Aylesham House)	1720	£1,073.00	£214.60	£1,287.60
HMRC	PAYE & NI M/E 05 August 2024	2504	£1,942.03	N/A	£1,942.03
Purefect Cleaning Terry Brown	Jet washing of Snowdown Play Equipment	05/08/2024	£130.00	N/A	£130.00
Ovenden Allworks Ltd	Snowdown Recreation Ground Operator Sign	3397	£275.00	£55.00	£330.00
<b>Expenditure that has been paid since the last Full Council Meeting as per Financial Regulation 5.5</b>					
Safeplay Playground Services Ltd	Annual Play Park Inspection (Skate Park and Snowdown)	27319	£320.00	£64.00	£384.00
Manse Designs	Detailed Drawings Building Control Application	2022-24-1 nv-05	£350.00	N/A	£350.00
Aylesham Carnival Association	Grant 2024	N/A	£1,500	N/A	£1,500
Aylesham Twinning Association	Grant 2024	N/A	£697.76	N/A	£697.76
Snowdown Colliery Welfare Rugby Football Club	Grant 2024	N/A	£920.00	N/A	£920.00
We are Beams	Grant 2024	N/A	£250.00	N/A	£250.00
One Call Electrical	PAT Testing	11968	£140.00	£28.00	£168.00
SLCC	13th Edition Local Council Administration Ongoing professional training book - CEO	ORD509696- 1	£141.50	£0.90	£142.40

**Resolved:** It was proposed by D. Miller and seconded by S. Vizor to approve the August 2024 payment schedule.

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

### **11.2 Annual Bechange Drop-In Sessions Funding**

**Outline:** Report prepared and circulated by the Chief Executive Officer and circulated prior to the meeting. Since 2020 Aylesham Parish Council have awarded Bechange with an annual funding of £6,000.00 to support vital drop-in sessions for the residents of the parish. Bechange provided an update on the drop-in sessions over the last year (23/24), this was circulated to councillors via the agenda pack prior to the meeting (available on the Parish Council Website).

**Resolved:** It was proposed by D. Fleck and seconded by D. Miller to renew the Drop-In Session funding of £6,000 for 2024.

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

## **12. Committees**

### **Planning, Environment & Transport**

Discussed under agenda item 19.1

## **13. Representative Update**

### **13.1 Dover District Council Climate and Nature Forum - July**

Cllr Fleck attended the Forum meeting on the 22<sup>nd</sup> July as detailed in the agenda pack (available on the website).

The Forum meetings have taken place since April 2024, with this meeting being the first one Aylesham Parish Council attended. Aylesham Parish Council have been invited due to the population size being on par with that of a town.

#### Representative D. Fleck Update from The Dover District Climate and Nature Forum

*“Meeting Held 22<sup>nd</sup> July 2024*

*Minutes of the meeting will be made available:*

*Points that I brought to the meeting affecting Aylesham*

- 1. Dealing with Planning applications for Air Source Heat pumps*
- 2. The effect of Development on the Aylesham Village Wildlife Area/ Receptor site in Ratling Road*
- 3. Legislation regarding Developers to provide at least 10% net Bio-Diversity net gain for all new developments. Off-site mitigation.*
- 4. EV charging potential at CO-OP car park*

*Points brought forward by other attendees that may benefit residents and the Parish contribution towards Climate Change mitigation:*

- Find out more details of projects “Transition Dover and Transition Towns”*
- Additional tree and hedge planting around village.*
- Volunteer care for Aylesham Green Spaces (Piggy back on Garden Competition)*
- Request recycling bins for Village Green*
- Invite Local Landowners to the Parish Council to discuss Green Transition*

- *Purchase or hire Thermal Imaging Camera to assist residents identify heat loss and prevention methods*
- *Promote energy check scheme, engage experts for public forum on energy saving.*
- *Promote tool sharing scheme within village*
- *Aylesham Hub Battery storage scheme progress*
- *LCWIP Draft due end of August 2024*
- *Funding scheme from Southern Railways for station projects*
- *Support local schools on efforts to Green Transition.”*

**Resolved:** It was proposed by S. Vizor and seconded by D. Fleck for Officers to investigate available funding schemes to improve accessibility at Aylesham Train Station.

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

## **14. Aylesham Development Matters**

### **14.1 Dover District Council Project Officer Update**

File notes from the catch-up meeting held on 29<sup>th</sup> July 2024 with the Project Officer circulated prior to the meeting as part of the agenda pack.

**Outcome:** Noted by Council.

**Resolved:** It was proposed by D. Fleck and seconded by J. Flaig for Officers to contact V. Scott and note the update about the 'winding down' of her involvement with Aylesham Matters as the development naturally concludes. But express that council have concerns considering the two significant developments in the parish (Ratling Road and Aylesham South)

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

### **14.2 To raise or discuss any new or existing development issues**

**Resolved:** It was proposed by J. Flaig for officers to express that the Parish Council feels that the DRT connect bus service is not an appropriate scheme for the area now or in the future.

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

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

No update.

## **15. Highways**

### **15.1 Highways Improvement Plan**

No update.

### **15.2 Dorman Avenue South Street Lighting**

No update.

## 16. Spinney Wood

The next volunteer date has been brought forward to the 19<sup>th</sup> August 2024 due to the Bank Holiday.

## 17. Allotments

No update.

## 18. Car Park Dorman Avenue North

Updates:

- Officers are still looking into the legalities and costings of a height barrier.
- Deputy Officer has been communicating with a EV charging company who have since advised that the location was not viable for them. Officers will continue looking into EV charging with the possibility of high-speed charging points.

## 19. Aylesham South

### 19.1 Planning Committee recommendation re Planning Consultant

The Planning, Environment & Transport Committee met on Tuesday 23rd July, to discuss the proposal outlined in the report attached in the agenda pack. The focus of the discussion was on the initial stage of the proposal and the necessary steps moving forward.

The committee made the following recommendations:

*“To proceed with A. Eardley's Stage 1 proposal. Estimated Cost: day rate: £550 a day, estimated requirement 1.5days totalling £825 + VAT and expenses.”*

After discussion, Full Council deemed it appropriate to approve Alison Eardley's full proposal, rather than just stage 1 to ensure they stay aligned with Axis Land Partnerships Ltd, who are now ready to enter the first stage of public engagement.

- Alison only charges on a ‘time spent’ basis so council would only pay for the time incurred, up to an agreed fee ceiling. The daily rate is £550 plus VAT and expenses.
- Total days required for a neighbourhood plan are approximately 50, which equates to approx. £28,325.00 plus VAT. With expenses this would be approximately £28,705.00 plus VAT.
- If Technical Support from Locality were to be provided, the cost would reduce to approximately £18- 20k (exc. VAT).
- Provision is not made for printing of materials; room hire and other such project costs

There may be further scope to reduce costs.

**Resolved:** It was proposed by J. Flaig and seconded by S. Vizer to instruct Alison Eardley as per her full proposal quotation as detailed above.

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

### **19.2 Axis Land Partnerships Ltd – Second Meeting**

Aylesham Parish Council attended a second meeting with Axis Land Partnership Ltd on Monday 5<sup>th</sup> August 2024, District Cllr Pout was also in attendance.

File notes of the meeting were circulated to Councillors within the agenda pack, and will be added to the Parish Council website under the 'Aylesham South' tab.

Councillors noted and agreed with the following recommendation of the Chief Executive Officer:

- For St Joseph's Catholic Primary School to be added to the list stakeholders, so that both schools are included.

### **20. Aylesham House**

Officers met with Aylesham Heritage Centre members to discuss the upcoming building works and discussed the dates that the building would be closed to the public for safety whilst the works take place.

The floor tiles in the downstairs kitchen/cloakroom that contained asbestos fibres within the glue, have now been removed as per the s101 Delegated Authority (agenda item 9).

#### **Quotation from One Call Electrical Services Ltd:**

"To make safe and remove all accessories and cables from the wooden cladding and reinstate all accessories and trunking/ cables onto walls when cladding is removed/ walls are ready to do so."

**Quotation sum:** £750.00 plus VAT

**Resolved:** It was proposed by D. Fleck and Seconded by J. Flaig to proceed with the quotation from One Call Electrical Services Ltd.

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

**Quotation from JS Security Solutions Ltd:** for the temporary removal of the CCTV installed at Aylesham House to enable the roof works to take place in the sum of **£120 plus VAT**.

**Resolved:** It was proposed by D. Miller and seconded by S. Vizor to proceed with the quotation from JS Security Solutions Ltd as detailed above.

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

## 21. Remembrance Day

Councillors were presented with items for consideration for purchase for Remembrance Day, including Tommy silhouettes, lamppost poppies and a remembrance flag, and all associated costs.

**Resolved:** It was proposed by L. Prescott and seconded by S. Vizer for Officers to order:  
From [www.RBLI.shop](http://www.RBLI.shop):

- 1x Bespoke Pair (Left and right) Unknown Tommy silhouettes with the text to read:  
"Aylesham Remembers" £345.00
- Remembrance flag £15.99  
Shipping: £25.00  
Total: £385.99 (Incl VAT)

From [www.britishlegion.org.uk](http://www.britishlegion.org.uk):

- 10x Large Poppies at £5.00 each  
Total: £50.00 (Incl. VAT)

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

## 22. Councillor Vacancy

Dover District Council have now confirmed that the date for 10 electors to request that an election to be held for the Parish of Aylesham has now expired, and Aylesham Parish Council may now fill the vacancy by co-option.

**Resolved:** It was proposed by D. Fleck and seconded by S. Vizer for officers to advertise the vacancy by co-option with the closing date for the end of September, to encourage applicants to attend the September meeting prior to application as per the Chief Executive Officer's recommendation to Council.

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

## 23. Next Meeting Date

Tuesday 10<sup>th</sup> September 2024.

**20:32 Meeting Closed**

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

Signed.....(Chair)

Date.....

Aylesham Parish Council Meeting September 2024



## **August 2024 Full Council meeting – Appendices**

### **Appendix A**

#### **Public Participation Period:**

Member of the public raised concerns over a road sweeper around Market Place on Sunday 4<sup>th</sup> August 2024 at 9am. The Road Sweeper was spreading dust, as the water was not turned on. Dover District Council, Persimmons and Barrett's have stated they didn't instruct for the works.

Resident expressed concerns over the expenditure associated with Colliers Way.

### **Appendix B**

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

*"Dear Kate,*

*Here is an update from myself for your meeting in August with regards to community matters. As you will be aware my contract ends on the 31st of July so this will be the last update for Aylesham. There will be a new point of contact for you going forward but I do not know who this will be.*

#### ***Shop front grant***

*With the closure of the shop front grant scheme I am pleased to inform you that one of the applicants, The launderette and Ironing shop, has now had all the work they request completed. This work involved a completely new front to the shop, consisting of new windows and wider door for disabled access and a new security roller shutter. Upon completion an inspection was carried out, followed by a swift reimbursement of £5000, which was the requested amount on application.*

*Two other applicants have also begun to carry out the work which they is s much needed to give the village a fresh feel, so hopefully soon we will see these completed*

#### ***Leisure Centre consultation***

*A public consultation has taken place regarding the expansion of the Leisure Centre. This was carried out online and with 3 x face-face events. The majority of those that took part opted for full sports facilities, a soft play area and a much-needed nursery. The next phase now will be to look at all funding options.*

#### ***Community impact funds (CIF)***

*As always, we have been oversubscribed again this year with the CIF by nearly £30,000. From those who have asked us for a grant four applicants are from Aylesham. If successful, this will give another much-needed boost to the village.*

**Community Roots van**

*The van has been out and about in the village and in the last few months it has seen quite a bit of engagement with residents. The main enquiries have been based on council related issues with a few wanting to know more about the van itself. All in all very positive.*

**Milner Park**

*Ongoing work continues between our housing department, environmental crime and community services who are looking at strategies to eliminate fly tipping and antisocial behaviour in this area. Along with this we are dealing with the matters arising around all gates that have been put into fencing for the purpose of additional access. The housing officer has been in contact with all residence to explain that these extra access gates need to be removed.”*

-End of Appendices. -