



## **AYLESHAM PARISH COUNCIL**

Minutes of the **Full Council** meeting held on **10<sup>th</sup> September 2024**  
at Aylesham Community Trust.

### **SUBJECT TO CONFIRMATION AT THE NEXT MEETING**

#### **1. Those Present**

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

**Officers in Attendance:** Chief Executive Officer K. Robinson; Deputy Officer N. Purcell.

District Cllr Woodgate.

One member of public was present.

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

Cllr D. Miller- Personal Commitments

Cllr S. Vizer- Work Commitments

Dover District Cllrs J. Pout and M. Mamjan.

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

Cllr S. Bott - Chair of Aylesham Community Trust.

Cllr J. Flaig - Aylesham Community Trust.

#### **4. Public Participation Period**

None.

#### **5. External Reports (updates)**

##### **5.1 County Councillor**

Not received.

##### **5.2 District Councillor**

Cllr Woodgate - see Appendix A.

##### **5.3 Kent Police**

August update report received in advance of the meeting, and is available on the Parish Council website.

#### **6 Minutes of Previous Meeting: August 2024**

**Resolved:** It was proposed by D. Fleck and seconded by J. Flaig that the minutes from the meeting held on 13<sup>th</sup> August 2024 are a TRUE and ACCURATE record.

**Outcome:** 3 in favour, 3 abstained. Motion carried.



## **AYLESHAM PARISH COUNCIL**

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

**August 2024 Agenda Item 13.1:** Officers have contacted Southeastern Railway regarding the 'Access for All Scheme'. Southeastern Railway have advised that whilst they can nominate stations, it is worth contacting Network Rail to further as they deliver the schemes. This matter going forward will be overseen by the Planning, Environment & Transport Committee, with any significant decisions brought back to Full Council to consider.

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

#### **8.1 Aylesham Road footway reported as overgrown and not fully accessible for pedestrians.**

**Actioned:** Reported to Kent County Council.

**Resolved:** It was proposed by L. Prescott and seconded by G. Armstrong to take urgent action and report via the emergency line the tree branch that is blocking the footpath on Aylesham Road, causing pedestrians to step out onto a 60mph road.

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

#### **8.2 Correspondence from Aylesham & Rural Community Heart (ARCH)**

Aylesham no longer has a Community First Responder, and therefore the vehicle used for this has been off the road for some time now. If a first responder is recruited through SECAMB, they either use their own vehicles or a specialist vehicle with blue lights. ARCH would like to sell the vehicle to recuperate some of their costs and put the remaining funds into maintaining the AED scheme for Aylesham and would like to know if the Parish Council have any objections to the vehicle being sold.

**Resolved:** It was proposed by J. Flaig and seconded by K. Sutcliffe to thank ARCH for their work and that the Parish Council consider this a matter for ARCH to decide.

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

#### **8.3 Hour Free Parking for Dover District Council Car Parks – E- Petition**

Correspondence received asking for Aylesham Parish Council to sign the e-petition to consider implementing a policy to offer 1 hour of free parking in all Council-owned car parks in the Dover District.

**Resolved:** It was proposed by G. Armstrong and seconded by L. Prescott for Aylesham Parish Council to support the petition.

**Outcome:** 2 votes in favour, 3 against, 1 abstention. Motion **not** carried.



## **8.4 St Finbarr's Church Removal of Trees.**

**Update:** Aylesham Parish Council have liaised with Dover District Council Planning Enforcement following correspondence from residents regarding the felling of the trees at St Finbarr's. A response was received from a Tree and horticultural Officer at Dover District council confirming that temporary Tree Preservation Orders have been placed on the trees on the boundary with Kings Road, but the North and South-East boundary trees do not fit the criteria. There is an ongoing investigation regarding the trees, and they will update the Parish Council in due course.

**Outcome:** Noted by Council.

## **9 S101 Delegated Authority**

None.

## **10 Personnel Matters**

None.

## **11 Finance**

### **11.1 September 2024 Payment Schedule**

<b>Payee</b>	<b>Expenditure</b>	<b>Invoice No.</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
CEO/RFO	September 2024 Expenses HP Instant Ink	September 2024	£18.99	N/A	£18.99
Caretaker	Park Inspections Mileage August (4wks) 3.6 miles p/w at 0.45p p/m	N/A	£6.48	N/A	£6.48
HMRC	PAYE & NI M/E 05 September 2024	2505	£1,888.99	N/A	£1,888.99
Deputy Officer	August Expenses HP Instant Ink Lamp post Poppies Remembrance Day	August 2024	£61.99	N/A	£61.99
CC Kent Ltd	Main Roof Repairs – Aylesham House (as per quotation)	2289	£19,842.00	£3,968.40	£23,810.40
Envisage Groundcare Ltd	June 2024 Invoice plus waste removal (fly tipping in leased parks) & removal of broken tree branches in Market Square	1750	£868.00	£173.60	£1,041.60



## **AYLESHAM PARISH COUNCIL**

Surrey Hills Solicitors	Advice on Aylesham House Re: Aylesham Heritage Centre and options to formalise the relationship	10638	£430.00	£86.00	£516.00
CC Kent Ltd	Lower Roof Repairs (Side Extension) – Aylesham House (as per quotation)	2290	£7,150.00	£1,430.00	£8,580.00
CC Kent Ltd	Repair to ground floor kitchen sub floor; joists (as per quotation)	2292	£2,780.00	£556.00	£3,336.00
CC Kent Ltd	Removal of internal wooden cladding (as per quotation)	2291	£3,680.00	£736.00	£4,416.00
Aylesham & District Community Workshop Trust (ACT)	Main Hall Hire August	5914	£330.00	£66.00	£396.00
<b>Expenditure that has been paid since the last Full Council Meeting as per Financial Regulation 5.5</b>					
JS Security Ltd	CCTV Cameras – Roof Works	001454	£120.00	£24.00	£144.00
Bechange	Drop-In Sessions Funding 2024	N/A	£6,000	N/A	£6,000
GW Shelter Solutions Ltd	Boulevard Courrieres Bus Shelter Repair	SI-1455	£711.40	£142.28	£853.68
Aylesham & District Community Trust (ACT)	Main Hall Hire – July 2024	5870	£340.00	£68.00	£408.00

J. Flaig and S. Bott did not partake in the vote due to their associated interests.

**Resolved:** It was proposed by K. Sutcliffe and seconded by D. Fleck to approve the September 2024 payment schedule.

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



### **11.2 Q1 April-June 2024 Accounts**

The accounts were presented by the Chief Executive Officer in a supporting report as part of the agenda pack which is available on the parish council website.

**Resolved:** It was proposed by K. Sutcliffe and seconded by D. Fleck for Full Council to note the report and approve the Q1 April- June 2024 accounts.

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

## **12 Committees**

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

#### **12.1 Dover District Council Planning Application Reference Number: 24/00449**

**Outline:** Scoping Opinion - Environmental Impact Assessment

**Location:** Land West of Aylesham Road and South Of Spinney Lane Aylesham Kent

The Committee recommended the following comments be submitted:

1. **Biodiversity Net Gain:** It is recommended that a 10% biodiversity net gain be excluded under both hard and soft landscaping. This plan should be submitted before the application proceeds.
2. **Public Transport Accuracy:** The document inaccurately states that there are half-hourly bus services. This information needs correction.
3. **Protection for Public Rights of Way (PROWs):** The document does not address protections from vehicular traffic for PROWs. The committee is particularly concerned about the shared-use areas, given similar issues in previous developments.
4. **Construction Access via Spinney Lane:** Spinney Lane is currently listed as the main construction access point. The committee feels this should be reconsidered, specifying 'via Cooting Road'.
5. **Green Space on Spinney Lane:** There is no mention of protecting the green space opposite the current houses on Spinney Lane, which should be addressed.
6. **Consideration of Local Wildlife:** The document offers limited discussion on the presence of mammals. Local knowledge indicates that several species are present, and this should be adequately considered.
7. **Consultation with the White Cliffs Countryside Partnership:** The committee recommends that the EIA consult the White Cliffs Countryside Partnership, who manages the woods on behalf of Aylesham Parish Council.

**Resolved:** It was proposed by D. Fleck and seconded by G. Armstrong to submit the planning committee's recommendation.

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



**Resolved:** It was proposed by D. Fleck and seconded by J. Flaig to acknowledge and concur with the submitted consultee comments as at 09.09.2024.

- Kent County Council Highways
- Kent County Council Flood Authority
- National Highways
- Kent County Council PROW
- Natural England
- Kent County Council Minerals & Waste
- Historic England
- Affinity Water

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

### **13 Representative Updates**

None.

### **14 Aylesham Development Matters**

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

File notes from the recent meeting between Aylesham Parish Council Officers and the Dover District Council Project Officer were circulated ahead of the meeting as part of the agenda pack, and is available on the parish council website.

**Outcome:** Noted by Council.

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

Councillors raised concerns that the 'jitties'/footpaths on the approach to the Station Field development appear to be blocked off and also potentially used as an extension to people's gardens.

**Resolved:** It was proposed by J. Flaig and seconded by D. Fleck that officers investigate the matter further in liaison with D. Fleck, and take any appropriate action required in order to maintain the 'jitties'.

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

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

Awaiting UK Power Networks to start work to connect the feeder pillar.



### **15 Highways**

#### **15.1 Highways Improvement Plan**

As per the agenda pack report, council are due to re-new their Highways Improvement Plan. Councillors were advised to begin to send across suggestions, and to consider the letter received by Snowdown Court with a request for double yellow lines on Boulevard Courrieres on the entrance to their access road.

Council was advised that the Highways Improvement Plan needs to be finalised by the October Full Council meeting. Councillors are required to send any amendments, suggestions or additions to the Deputy Officer by Tuesday 17<sup>th</sup> September, so the Planning environment & Transport Committee can discuss the revision draft ahead of the October Full Council Meeting.

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

Email update received from Kent County Council Highways that the project is viable in principle, subject to costings. Awaiting further information.

### **16 Spinney Wood**

Kent Family HUB (Kent County Council) recently held a Summer Story Walk for children aged between 0-11 years in August, unfortunately, some of the event was affected due to broken glass, which is an ongoing issue for the White Cliffs Countryside Partnership.

Alcohol bottles are reported as being the source of the broken glass. In addition to broken glass, nitrous oxide canisters are being found on a continuous basis in the wood.

**Resolved:** It was proposed by G. Armstrong and seconded by K. Sutcliffe for Officers to liaise with PC Bowler and the White Cliffs Countryside Partnership to raise the matters further.

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

### **17 Allotments**

**Update:** The allotment lease is currently under review by the Dover District Council Legal Team.



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

#### **18.1 Request from Amber Construction Services Ltd for the temporary use of a section of the Parish Council's freehold of the carpark for their site welfare.**

As per the agenda pack, the above request has been received for use for the section of the car park between 23/09/2024 and 14/02/2025. Officers requested further details, which have been presented to council as part of the agenda pack.

Council expressed concerns about the request as it would limit a large section of the car park from use by residents for a long period of time.

**Resolved:** It was proposed by J. Flaig and seconded by G. Armstrong to decline the request.

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

#### **18.2 Height Barrier**

The legalities of this matter are being investigated, to ensure it doesn't impede the Co-Op's access rights.

#### **18.3 EV Charging**

Officers have been in contact with more companies and have discussed how the scheme would work. The Parish Council would purchase the chargers, and then would get reimbursed quarterly on any electricity used. However, it has since come to light that there are covenants on the land that do not permit business or trade on the land, meaning that EV charging cannot be considered at this time for the car park.

### **19 Aylesham South**

#### **19.1 Planning Consultant A. Eardley - Updates**

As per the agenda pack, Officers met with A. Eardley for an inception visit. It is recommended that the Parish Council hold an extraordinary meeting to complete the first public engagement questionnaire as a formal response.

**Resolved:** It was proposed by D. Fleck and seconded by J. Flaig to hold an extraordinary meeting to complete the public engagement questionnaire and for officers to arrange a meeting between A. Eardley and Councillors.

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

#### **19.2 Axis Land Partnerships - Updates**

As per the agenda pack, council noted that the first public engagement session is due to take place on Saturday 14<sup>th</sup> September at Aylesham Welfare Leisure Centre between 11:00 and 16:00.



### **20 Aylesham House**

#### **20.1 Building Repairs**

As per the agenda pack, a report was circulated to councillors on the progress of the works at Aylesham House. The works to remove the internal wooden cladding are now complete with the walls exposed, further asbestos testing and an updated survey is now required. In addition, the current items that required 'monitoring' in the last survey need testing.

**Resolved:** It was proposed by K. Sutcliffe and seconded by D. Fleck to proceed with the asbestos testing, as quoted by All About Asbestos Ltd, at a cost of £725 for the survey and £16.50 per sample (3-5 required), plus VAT.

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

In addition, to comply with legislation, a quote for a Legionella Risk Assessment, alongside Legionella and Pseudomonas testing has been sourced.

**Resolved:** It was proposed by K. Sutcliffe and seconded by J. Flaig to proceed with the quote provided by Direct 365 for a standard risk assessment and sampling (Legionella as Pseudomonas) at a cost of £335 plus VAT.

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

#### **20.2 Aylesham Heritage Centre**

##### ***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 legal matters, it was proposed by D. Fleck and seconded by K. Sutcliffe to move to a closed session.

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

*1x Member of the public left the meeting at 20:42*

**Resolved:** It was proposed by J. Flaig and seconded by G. Armstrong to hold the decision on legal matters regarding Aylesham Heritage Centre until the October meeting, and to make enquiries with the Council's Solicitor regarding removing the covenants from the Title Deeds for Aylesham House.

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

*Closed session ended 21:01*



## **AYLESHAM PARISH COUNCIL**

### **21 Date of Next Meeting**

Tuesday 8<sup>th</sup> October 2024.

**Meeting Closed 21:02**

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

Signed.....(Chair)

Date.....

Aylesham Parish Council meeting October 2024



**September 2024 Full Council Meeting Appendices**

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**Appendix A**

**Dover District Councillor Woodgate**

- Good progress is being made at Aylesham Welfare Leisure Centre
- The playground installation at 'Milner Park' has been delayed
- There have been grumbles about a plot of land behind Bell grove.

- End of Appendices -