



AYLESHAM PARISH COUNCIL

Minutes of **Full Council** meeting held on **9th April 2024** at Aylesham House **SUBJECT TO CONFIRMATION AT THE NEXT MEETING**

1. Those Present

Members: S. Bott (Chair); K. Sutcliffe (Vice Chair); L. Prescott; G. Armstrong; D. Fleck; J. Flaig; D. Garrity; D. Miller.

Officers in attendance: Chief Executive Officer K. Robinson; Administration Officer N. Purcell.

Kent County Cllr S. Manion.

One other member of the public was present.

2. Apologies for Absence

Dover District Cllr Pout.

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

Aylesham Community Trust: S. Bott and J. Flaig.

Aylesham Heritage Centre: Dispensation K. Sutcliffe.

Kent Fire Service: D. Miller. Cllr Miller advised he was on call this evening and may be required to leave the meeting to attend.

19:01 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.

19:07 Member of the public left the meeting.

Parish Council Meeting resumed.

5. External Reports (Updates)

5.1 County Councillor

See Appendix B.

19:10 Kent County Cllr Manion Left the meeting.

5.2 District Councillor

See Appendix C.

5.3 Dover District Council Community Development Officer

See Appendix D.

5.4 Kent Police

Community Liaison Officer advised their attendance instead of PC Bowler; to speak about the Kent Police Community Day, but they were not present at this meeting.

19:15 Parish Council Meeting Resumes

6. Minutes of previous meeting: March 2024

Resolved: It was proposed by G. Armstrong and seconded by L. Prescott that the minutes of the meeting held on 12th March 2024 are a TRUE and ACCURATE record.

Outcome: All in favour, motion carried.

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

Regarding March 2024 item 8.3- Raised paving slabs outside Aylesham train station: Dover District Council have been to look at the reported raised slabs and they have rectified the reported issues with them.

8. Chief Executive Officer Report

8.1 Council to note Year End 2023/2024 & Internal Audit 2023/2024 dates.

Outcome: Council noted the following dates: Tuesday 16th April for Year End; Thursday 18th April for the Internal Audit.

8.2 Kent Police Aylesham Crime Prevention & Security Safety Event: Tuesday 28th May 2024 10.00am-16.00pm Aylesham Health Centre car park. Residents can meet their local Kent Police Rural Team, Kent Fire and Rescue Officers and their local Council community team. Police cadets will be litter picking in the village and residents can bring their bicycles to be marked by Kent Police.

Outcome: Noted by Council.

8.3 Annual Parish Meeting is scheduled for Tuesday 30th April 2024; 6.30pm – to be held in the Common Room at Aylesham Community Trust.

This has been advertised on social media, the Parish Council website, in our noticeboards, and email invitations have been sent out to community groups, District Councillors and the County Councillor.

Outcome: Noted by Council.

9. Section 101 Delegated Authority

No items to note.

10. Personnel

10.1 Staff Matters – Confidential to be held under the Public Bodies (admissions 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 K. Sutcliffe and seconded by J. Flaig to move to a closed session for item 10.1.

Outcome: All in favour, motion carried.

Administration Officer left the meeting 19:18

Outcome: Chair read statement to Council regarding obligations to Staff.

Closed session ended 19:22 and Administration officer returned to the meeting.

10.2 To adopt the following policies:

All policies were circulated to Members ahead of the meeting and hard copies made available.

- **Equal Opportunity and Diversity**

Resolved: It was proposed by K. Sutcliffe and seconded by G. Armstrong for Aylesham Parish Council to adopt the Equal Opportunity and Diversity Policy.

Outcome: All in favour, motion carried.

- **Dignity at Work**

Resolved: It was proposed by G. Armstrong and seconded by J. Flaig for Aylesham Parish Council to adopt the Dignity at Work Policy.

Outcome: All in favour, motion carried.

- **Member and Officer Protocol**

Resolved: It was proposed by K. Sutcliffe and seconded by D. Fleck for Aylesham Parish Council to adopt the Member and Officer Protocol.

Outcome: All in favour, motion carried.

11. Finance

11.1 April 2024 Payment Schedule

Payee	Expenditure	Invoice No.	Net	VAT	Total
CEO/RFO	April 2024 Expenses HP Instant Ink	April 2024	£18.39	N/A	£18.39
Caretaker	Park Inspections Mileage March (4 weeks) 4.3 miles p/w at 0.45p per mile	N/A	£7.74	N/A	£7.74
Administration Officer	April 2024 Expenses HP Instant Ink	April 2024	£11.99	N/A	£11.99
Expenditure that has been paid since the last Full Council Meeting as per Financial Regulation 5.5					
HMRC	March 2024 PAYE	2411	£1,359.01	N/A	£1,359.01
Aylesham & District Community Workshop Trust	Community Room Hire Cost & Deposit Annual Parish Meeting	N/A	£190.00	N/A	£190.00
Clear Insurance	24/25 Insurance Renewal	LCO02832	£2,168.50	N/A	£2,168.50
Creative Play UK Ltd	Trim Trail Snowdown Recreational Field	28686	£9,178.00	£1,835.61	£11,013.61
Laser Mechanical	Annual Gas Safety Check	106482	£212.50	£42.50	£255.00
Safeplay Playground Services Ltd	Skate Park Repairs Recreational Committee	26294	£686.40	£137.28	£823.68
Christopher Cooney	Window Cleaning Aylesham House	212	£40.00	N/A	£40.00
Dover District Council	Dangerous trees x7 Spinney Wood (Leaf Tree Services)	1014438	£2,100	£420.00	£2,520.00

Due to having declared an interest in Aylesham Community Trust S. Bott and J. Flaig refrained from voting on item this this item.

Resolved: It was proposed by K. Sutcliffe and seconded by D. Garrity dto approve the April 2024 Payment Schedule.

Outcome: 6 votes in favour, motion carried.

12. Committees

12.1 Planning, Environment & Transport – Neighbourhood Plan

A Report with Committee recommendations was circulated to members prior to the meeting:

“Following a productive meeting with Dover District Council Officers on Monday, March 25th, the Planning, Environment and Transport Committee has thoroughly discussed the potential pursuit of a Neighbourhood Plan for Aylesham and Snowdown. The meeting served as a platform for understanding the intricacies of Neighbourhood Plans and their limitations, as outlined by the Dover District Council Officers.

The Committee acknowledges the considerable time and effort required to develop a successful Neighbourhood Plan, spanning years of dedicated work. However, given the significant developments and changes within the village, including the proposed construction of 640 new houses, the Committee believes it is prudent to reassess priorities.

The Committee is of the opinion that focusing efforts on scrutinising the proposed Master Plans and the implications of the new housing development that is currently being overseen by Axis Land Partnerships Ltd should take precedence over pursuing a Neighbourhood Plan at this stage. It is recognised that Aylesham Parish Council may not have the necessary resources, facilities, and time to concurrently manage the development of a Neighbourhood Plan alongside the investigation of the Master Plans of imminent housing development proposals.

The Committee's recommendations encompass several strategic actions:

1. Suspending the Neighbourhood Plan Pursuit: *This indicates a temporary halt in the efforts to develop a Neighbourhood Plan. This decision could be driven by various factors such as resource constraints, changing priorities, or the need for more comprehensive planning.*

2. Allocating Funds for Consultant Support: *By allocating funds to hire a consultant, the Committee aims to ensure expert assistance in crafting key aspects of the Master Plan for the proposed housing development currently overseen by Axis Land Partnerships Ltd. This investment suggests a commitment to thorough and professional planning to achieve optimal outcomes.*

3. Expressing Concerns on Funding Availability: *The Committee's concern about funding and grants for the Neighbourhood Plan reflects a need for clarity and support from governmental bodies. They seek updates to inform their decision-making process and to address potential financial challenges in executing the plan.*

4. Proposing Community Consultation: *By suggesting a consultation or engagement opportunity with the community, the Committee underscores the importance of incorporating public input into the planning process. This approach fosters transparency, inclusivity, and responsiveness to the needs and preferences of local residents.*

5. Advocating for Consultant Influence: *The Committee's advocacy for using a consultant to shape the Council's comments on the proposed housing development demonstrates a strategic focus on maximizing benefits for the Parish. By leveraging expert guidance, they aim to ensure that the details of the housing proposal align with the community's interests and priorities.*

Overall, these recommendations signal a thoughtful and proactive approach to planning and development, emphasizing the importance of expertise, community engagement, and strategic advocacy in shaping the future of the village.

- *Temporarily suspending the pursuit of a Neighbourhood Plan.*
- *Explore the option to allocate funds to hire a consultant to assist in developing key points for the Master Plan and the proposed 640 houses currently overseen by Axis Land Partnerships Ltd to maximise benefits for the Parish.*
- *Monitor the availability of funding/grants for the Neighbourhood Plan and await updates from the Government on this matter.*
- *Explore holding an engagement opportunity with the community to gather input on desired developments and key points within the village.”*

Resolved: It was proposed by J. Flaig and seconded by D. Fleck for Full Council to approve the Planning, Environment and Transport committees' recommendations as per the above report.

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

12.2 Planning, Environment & Transport - Canterbury City New Local Plan

A report with Committee recommendations was circulated to Members prior to the meeting:

“The following report details the recommendation of the Planning, Environment and Transport Committee regarding the new Canterbury City Council revised Draft Local Plan Regulation 18. After thorough consideration and evaluation, the Committee recommends not commenting on the plan at this time.

The primary rationale behind this recommendation stems from the developments concerning 'Aylesham South' and Womenswold outlined in the initial draft plan. Initially, the plan included provisions that would significantly affect Aylesham, particularly in the area referred to as 'Aylesham South', which involved a new housing development in Adisham extending to the borders of Aylesham.

However, it has come to our attention that both points regarding 'Aylesham South' and Womenswold have been removed from the current iteration of the plan. Instead, plans for the construction of ten houses in Adisham have been retained. Upon careful consideration, the committee has concluded that this revised plan does not pose a significant impact on the Parish of Aylesham and Snowdown.

Therefore, the committee recommend that the Parish Council refrains from submitting any comments or objections regarding the new Canterbury City Council Draft Local Plan. Our assessment indicates that the revisions made to the plan have addressed the concerns initially raised by our committee, and as such, there is no need for further action on our part."

Resolved: It was proposed by G. Armstrong and seconded by D. Fleck for Full Council to approve the Planning, Environment and Transport Committees' recommendation to not to submit any comments on the Canterbury City Council revised Draft Local Plan Regulation 18.

Outcome: All in favour, motion carried.

12.3 Planning, Environment & Transport:

Dover District Council Planning Application Reference: 23/00951

Proposal: Approval of reserved matters relating to layout, scale, appearance, access and landscaping for 29 residential dwellings on phase 3 parcel 1, together with details for conditions 2, 21, 22, 24, 25, 32, 35, 37, 28, 39, 42 and 44 pursuant to outline planning permission 19/00821

Location: Phase 3 Parcel 1, Land for Aylesham Village Expansion North Of, Dorman Avenue North, Aylesham.

A report with Committee recommendations was circulated to Members prior to the meeting. The recommendation is based on several key points highlighting inadequacies and concerns regarding the proposed development and its impact on the surrounding environment, transport infrastructure, and safety measures.

Resolved: It was proposed by J. Flaig and seconded by D. Garrity that Aylesham Parish Council Submit an **OBJECTION** to reserved matters application 23/00951 with the following comments as recommended by the Planning, Environment and Transport Committee:

1. Inadequate Road Proposals:

The Committee has raised concerns regarding the adequacy of road proposals for the scale of the development along Ratling Road. Of particular concern is the potential impact on existing properties from both the new development and the existing infrastructure, notably on both sides of the railway bridge. The current road conditions, including poor lighting and lack of appropriate markings, exacerbate these concerns.

2. Safety Concerns with Pedestrian Crossover:

The proposed pedestrian crossover from the new development into Aylesham Village has raised significant safety concerns among the Committee. The Committee notes that the proposed path is not the most direct route, potentially leading to individuals crossing the road near plots 35-37, which poses risks to pedestrians, especially considering the increased traffic anticipated with the new development.

3. Safety Concerns for Cyclists:

The Committee highlights the lack of consideration for the fact that the new estate will be situated along a National Cycle Route. The increased volume of cars resulting from the development poses safety concerns for cyclists, emphasising the need for appropriate measures to ensure the safety of all road users.

4. Inadequate Lighting Detail:

The Committee has serious concerns about the lack of lighting detail along Ratling Road and the absence of any proposed street lighting on the new development. The current poor lighting conditions pose risks to pedestrians, cyclists, and drivers alike, particularly during nighttime hours. Adequate lighting is essential to ensure safety and security for residents and road users.

5. Insufficient Ecological Assessment:

The Committee expresses dissatisfaction with the ecological report accompanying the application, noting redacted information, duplicated paragraphs, and unclear maps. Moreover, the recent legal requirement for a 10% Net Gain in biodiversity necessitates an up-to-date ecological survey. Concerns also extend to the lack of consideration for the newly established reptile/nature reserve and the potential impact of the development on relocated wildlife.

6. Inadequate Crash Data Response:

The Committee deems the crash data response provided in the application inadequate, particularly regarding the reported number of crashes in the area over the past five years. Additionally, concerns arise from the current road conditions, including poor markings, high speeds, and existing businesses along the route, which need to be addressed in conjunction with the anticipated increase in traffic.

7. Lack of Clarity on Lifetime Home Designs:

The response does not provide any comments on Aylesham Parish Council's request for four out of the 39 houses to be designed as lifetime homes. The Committee seeks clarification on whether this request has been adopted in the application.

Outcome: All in favour, motion carried.

13. Aylesham House

Members have been provided with further reports to digest prior to the extraordinary meeting that will be called regarding Aylesham House. Some legal advice is required from the Council's Solicitor, for Council to consider.

Resolved: it was proposed by J. Flaig and seconded by D. Fleck to approve the expenditure for solicitors' fees, (£275.00 plus VAT per hour) to allow the Chief Executive Officer to seek initial legal advice regarding Aylesham House.

Outcome: 3 votes in favour, 4 votes against, 1 abstention. Motion NOT carried.

Resolved: It was proposed by J. Flaig and seconded by G. Armstrong to set a planned date for an extraordinary meeting to be held regarding Aylesham House on Tuesday 4th June 2024.

Outcome: All in favour, motion carried.

14. Aylesham Development Matters

14.1 Aylesham Development Update Meeting

The meeting was cancelled in April. Aylesham Parish Council will be informed of any future meeting.

14.2 Dover District Council Project Officer Update

Circulated to Members prior to the meeting.

- School Square signage has been installed.
- Freddie's Field part play area closure – still no timeframes yet, in the meantime, DDC are working on some advanced warned signs to be displayed on the gates.
- Native woodland planning application 20/00365 and allotments CON/15/00068/DDDD – outstanding actions are with the developers, and I have a weekly catch-up meeting to discuss progress.
- Milner Park (Attlee Avenue Play Park)/Hill Crescent play equipment – order has been processed, awaiting installation date. DDC will update residents, including a letter drop to immediate surrounding properties, in due course.
- Derwent Way Public Right of Way lighting – last week Persimmon Homes were in the process of uploading documents to the planning portal. They hope to have the application submitted this week.

14.3 To Raise or Discuss Any New or Existing Development Issues.

No new issues raised.

14.4 Market Square Lighting Project

No update. Officers to chase.

15. Highways

15.1 Highways Improvement Plan

Administration Officer read aloud the following update received from the Kent Highways Officer overseeing the Highways Improvement Plan:

“The additional speed survey will commence for one week from 24th May and so once that has completed, my team will be able to assess the 20mph speed limit request in full. I should hopefully be able to come back to you within the next week or so regarding traffic calming on Cornwallis Avenue too.”

15.2 Aylesham Road/Holt Street Flooding

The matter is being escalated through Kent County Council; Officers are awaiting response. Officers noted that the flooding is still bad; and have taken recent photos as of 4th April 2024. J. Flaig noted that children are having to be ferried across the road to access Snowdown Train Station as the flooding is so bad; and that there are no flood warning signs in place.

15.3 Dorman Avenue South Street Lighting

Email received in response to Aylesham Parish Council’s enquiry regarding the installation of Streetlights along Dorman Avenue South. Kent County Council Officer is enquiring as to an estimated cost for the project and will report back.

16. Spinney Wood

Seven dangerous trees now removed, as planned. Annual report from White Cliffs Countryside Partnership received and circulated to Members prior to the meeting and published on our website for residents. Information on bluebell walk and volunteer dates also published. Officers will enquire with Dover District Council as to the progress of the suggestion of a gate being installed at Spinney Wood to prevent nuisance vehicles.

17. Allotments

Still awaiting the planning condition to be approved. Developers are due to make amendments to the application for it to be approved in relation to the visibility splays, native woodland and the nearby new junction.

18. Centenary Celebrations Working Group

Next meeting of the working group is taking place on 17th April 2024. Council to consider creating a sub-committee of the Council at their Annual Council Meeting in May.

19. Car Park Dorman Avenue North

No update. Officers to enquire with the Co-Op if there has been any progress on their decision to refurbish/renew the car park in a joint project with Aylesham Parish Council.

20. 80th Anniversary of the D-Day Landings

No update received from Churches.

21. Councillor Vacancy

The Chief Executive Officer advised Council that the date for ten Electors to request that an election be held for the Parish of Aylesham has now expired, and the Returning Officer at Dover District Council has confirmed that Aylesham Parish Council may now fill the vacancy by Co-Option. The Co-Option vacancy can be advertised should Council wish to Co-Opt with a closing date set prior to the Annual Council Meeting on 14th May, for applications to be heard at the beginning of the meeting.

Resolved: It was proposed by G. Armstrong and seconded by J. Flaig that Aylesham Parish Council advertise the Co-Option vacancy.

Outcome: All in Favour, motion carried.

22. Next Meeting Date.

Tuesday 14th May 2024 - Annual Council Meeting.

- Meeting Closed 20.24-

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

Signed.....(Chair)

Date.....

Aylesham Parish Council Meeting May 2024

Aylesham Parish Council- April 2024 Full Council Meeting Appendices

Appendix A

Public Representation- Local Resident

- Continuing concerns regarding the infrastructure of the village
- Dorman Avenue South onto Market Place: The road markings have worn away, there are no direction signs, and cars travel at high speed around Market Place.
- Resident is concerned that he has been unable to reach Dover District Councillor Mamjan at her surgeries.
- Resident feels that both Kent County Council and Dover District Council do not do enough to support the parish.
- The junction of Cooting Road with Adisham Road (B2046) kerbs are broken where the buses are mounting the kerbs.

Appendix B

Dover District Councillor J. Pout

- Dover District Nature and Climate Forum has been formed. Town Councils are attending but due to the size of the Parish, Aylesham Parish Council has been invited to attend also.

Appendix C

Kent County Councillor S. Manion

- Reported the concern raised by the resident earlier in the meeting about the Market Place/Dorman Avenue South Road markings under reference number 799834.
- It has been identified that the National Transfer Scheme, which allocated where unaccompanied asylum-seeking children are placed is not working as it should. Kent has reached its limit of the number of children placed in the country.
- Continuing to apply pressure for Kent County Council Highways team to further address the flooding at Snowdown. The latest update is that they are re-evaluating the works done and the understanding is that the soakaway needs attention.

Appendix D

Dover District Council Community Development Officer N. Chester

- **Sports spectacular**
Dover District Council will be holding a sport spectacular event on the 11th of April 2024 at the Duke of York Military school. The event has been put together as a drive to encourage those who live within our district to become more active.
This exciting event will feature:
 - All local clubs who offer sporting activities to individuals of all ages, including those who are part of our Inspire project.
 - All Sports National Governing Bodies relevant to the clubs already established along with other with the aim to introduce new sports activities.

- Sessions where those who visit and not already involved with a particular sport can try it out.

As mentioned, the aim of the day to encourage members of the public to become more involved with sporting activities but we are also giving the local clubs the opportunity to speak to their respective National Governing Body so they can receive additional support from them also. The event will begin at 12pm and finish at 6pm. A detailed schedule of which clubs will be attending, which will be sent out prior to the event day. You are all welcome to come along.

- **Shop front grant.**

The shop front grant scheme has now closed but we have approved a total of three applicants with another which came in at the last minute also going through the panel process. It is anticipated that this will also be successful too.

- **Kent Police Event**

On the 28th of May 2024, Kent police will be holding an event in the small car park at the side of the medical centre. The aim is to make people aware of things such as how easy it is to be scammed. They will be carrying out bike marking and will also have the rural task force and cadets attending. Dover District Council will be supporting this event with the community roots van. Once more details are made available from Kent Police, I will share these with you. I have attached a flyer provided by the police for you to share. Please note that the event will be in the small Dover District Council car park at the side of the medical centre and not in the private one on the other side as indicated in the flyer.

-End of Appendices-