



AYLESHAM PARISH COUNCIL

Minutes of the **Full Council** meeting held on **11th March 2025**
at Aylesham Community Trust
SUBJECT TO CONFIRMATION

1. Those Present

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

Officer in attendance: Chief Executive Officer K. Robinson.

District Cllr Mamjan; County Cllr Manion.

R. Haynes – White Cliffs Countryside Partnership.

No members of the public were present.

2. Apologies for Absence

District Cllr Pout.

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

Cllr S. Bott – Chair of Aylesham Community Trust.

Cllr K. Sutcliffe – Dispensation granted for Aylesham Heritage Centre

Cllr J. Flaig – Trustee of Aylesham Community Trust.

19.02 - Meeting was suspended for up to 15 minutes to allow discussion with Members of the Public present at the meeting.

4. Public Participation Period

R. Haynes from the White Cliffs Countryside Partnership attended the meeting to give Council the opportunity to discuss and ask questions to him regarding Spinney Wood agenda items 14.1 Removal of the 1976 Tree Preservation Order and 14.2 Independent Tree Survey – February 2025.

S. Bott welcomed R. Haynes to the meeting and enquired whether trees will be replanted after the felling.

R. Haynes: 34 trees have been identified within the Tree Survey which to be removed within three months due to health and safety. There is no requirement to replant – trees will naturally regenerate, especially with sensitive management, such as coppicing, which allows more light into the wood. There could be a planting of hedgerows around the boundary, to help reduce the drift of litter into the wood from the roads.

S. Bott asked what would happen to the cut material when the works were complete.

R. Haynes: Core wood will be left intact as much as possible, which will provide a natural habitat and benefit to wildlife. Chippings will be left close to the felled tree in less sensitive areas and brash will be left as 'dead hedges' which provide additional habitat for wildlife. The cost will be more to take the wood away, and would necessitate crating vehicular access routes into the wood, which encourage/enable unauthorised vehicular access

J. Flaig thanked R. Haynes for coming to the meeting. He is concerned that residents are seeing trees disappearing from Spinney Wood and development elsewhere within the Parish. He feels that residents need facts, so they do not get the wrong conclusion. Would WCCP and APC consider communicating to explain why, to educate users of the wood and those that care and encourage more volunteers to assist WCCP with Spinney Wood. D. Fleck added that he felt that communication is vital.

R. Haynes informed Council that Dover District Council removed the 1976 Tree Preservation Order because of the sound management of the wood and commitment from Aylesham Parish Council and WCCP – TPOs are put in place when there is a perceived threat to a tree or group of trees. There is no choice but to act upon the findings of the recent tree survey despite the unfortunate timing of the TPO being removed and potential development nearby.

Joint communication from Aylesham Parish Council and WCCP regarding Spinney Wood will be given to residents.

R. Haynes left meeting 19.10

5. External Reports (Updates)

5.1 County Councillor

See Appendix A.

5.2 District Councillor

Cllr Mamjan – See Appendix B.

Cllr Pout – See Appendix C.

S. Manion left meeting 19.20

5.3 Kent Police

Report from PC Bowler received prior to the meeting. This has been circulated to Councillors and is available on the Parish Council website.

5.4 Dover District Council Community Development Officer

No report received.

Parish Council Meeting Resumed 19.24

6. Minutes of previous meeting: February 2025

Resolved: It was proposed by S. Vizor, seconded by D. Airey that the minutes of the meeting held on 11th February 2025 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)

Chief Executive Officer: gov.uk emails have been ordered, awaiting them to be sent from HugoFox. They will be set up and issued with Councillor tablets, to those Councillors who have opted to have tablets.

8. Chief Executive Officer Report

8.1 Email received from resident reporting that road closure signs for Aylesham Carnival 2024 are still in situ around Aylesham.

Update: Reported to Kent County Council for removal.

Outcome: Noted by Council.

8.2 Drop Box Subscription – A trial of Drop Box was started in February to accommodate the significant number of Outline Planning Application documents for “Aylesham South” in order for Councillors/Officers to access and review them more easily. The trial period also accommodates the use of folders for Full Council and Committee meetings, with some documents being in excess of 50 pages, this agenda pack for example is 71 pages. The trial period is due to end on 19th March 2024, Drop Box requires a minimum of 12 users so in order to continue the use of Drop Box, Council will need to subscribe at a cost of either a: monthly subscription: £188.50 plus VAT (equating to £2,262 plus VAT) or yearly subscription: £1,872.00 plus VAT (equating to £156 plus VAT monthly).

At present, there are adequate funds available within Subscriptions and Memberships budget 24/25 for this expenditure.

Resolved: To proceed with annual subscription to Drop Box at a cost of £1,872.00 plus VAT, proposed by D. Fleck, seconded by S. Vizor.

Outcome: 8 in favour, 1 against. Motion carried.

8.3 Email from resident regarding third party Jenner Construction’s development on Ratling Road. The resident has raised the following concerns:

- Is there is a designated traffic route for large vehicles accessing the site? Most vehicles associated with the site are travelling along Cornwallis Avenue however the resident has witnessed large aggregate trucks with the company’s branding on travelling down Kings Road from the Market Square. The resident has concerns

about buses meeting oncoming trucks along Kings Road and the road surface deteriorating even further.

- Is there someone at Dover District Council that they can contact regarding these concerns?

Update: As the land is “third party” and not Dover District Council’s there is no dedicated Officer at Dover District Council that Aylesham Parish Council/residents can contact about the development. Council discussed various concerns they too have about the development, including a designated route for the construction traffic.

Resolved: To submit a complaint to Dover District Council regarding concerns surrounding this development. Proposed by D. Airey, seconded by D. Fleck.

Outcome: All in favour, motion carried.

After the complaint has been submitted it to Dover District Council, District Councillor Mamjan kindly offered to follow up this up this matter for Aylesham Parish Council.

8.4 Email request from local resident to name a road in the new build as a fitting tribute to a local resident of Aylesham who sadly and unexpectedly passed away recently. A copy of the correspondence can be found within the March Agenda Pack.

Update: Officers made an enquiry to Dover District Council, who oversee the naming of roads and received the following response:

“Thank you for your email, and I apologise for the delay in my reply.

I don’t keep a list of suggested street names. I think my predecessor may have been done at the start of the development in Aylesham, when many names required all at once, but that was exhausted years ago. The legislation by which the council names new streets is Section 17 of the Public Health Act 1925, and this gives the developer the right to name the new streets they are creating – so they propose new street names as and when they apply for the addresses.

Please note that any proposed street name will go through a validation process. Our naming conventions state that “the use of a name which relates to that of a living person will not be adopted and that of a deceased person should be avoided. Where suggestions to commemorate past dignitaries or characters from within the Parish, only the surname will be used as part of the street name.” Although historically we have named streets after recently deceased people, it is recommended that the person has been deceased for 20 years. The proposer will also need to provide the council with written consent from the living direct relative/descendant.”

District Councillor Mamjan sent an email to Aylesham Parish Council requesting that they consider naming a street after the local resident.

Resolved: After a full discussion Council Resolve that in order to be fair to everyone in the community in Aylesham, that they support Dover District Council's policy for this particular request, and any future requests. Proposed by D. Airey, seconded by K. Sutcliffe.

Outcome: All in favour, motion carried.

9. Section 101 Delegated Authority

None.

10. Personnel Matters

None.

11. Finance

11.1 March 2025 Payment Schedule

Payee	Expenditure	Invoice No.	Net	VAT	Total
Chief Executive Officer	February Expenses HP Instant Ink February	Expenses Form	£18.49	N/A	£18.49
Caretaker/ Cleaner	February Expenses – Mileage for Park Inspections	Expenses Form	£7.74	N/A	£7.74
Expenditure that has been paid since the last Full Council Meeting as per Financial Regulation 6.8 iii					
Christopher Cooney	Window and Sign Cleaning Aylesham House	266	£40.00	N/A	£40.00
Envisage Groundcare Ltd	February Invoice	1924	£217.00	£43.40	£260.40
One Call Electrical Services Ltd	Replacement of emergency exit light fittings, rewire of 4 emergency lights	12431	£612.00	£122.40	£734.40
One Call Electrical Services Ltd	Final payment re estimate number 1576	12430	£250.00	£50.00	£300.00
One Call Electrical Services Ltd	Final payment re estimate number 1662. Re-wiring sockets in Council office, chasing of cables into walls. Tidy of cables in upstairs kitchen following building work and solar light for cleaning cupboard.	12429	£1,815.00	£363.00	£2,178.00
HMRC	PAYE & NI	2511	£2,053.04	N/A	£2,053.04
CC Kent Ltd	Internal building works to Aylesham House – final payment	2314	£4,910.00	£982.00	£5,892.00

Resolved: It was proposed by G. Armstrong, seconded by K. Sutcliffe to approve the March 2025 payment schedule.

Outcome: All in favour, motion carried.

11.2 Insurance Renewal 2025/2026

Aylesham Parish Council is within a three-year undertaking with Clear Councils and the insurance is due to renew on 1st April 2025.

Due an ongoing insurance claim with a third party, that is yet to be settled there is no discount this year. They have also added in a tree damage and specific tree maintenance condition within the policy that states:

“Trees and shrubs excluded UNLESS:

They are surveyed by a qualified arboriculturist at least every 2 years.

All recommendations for preventing or minimising damage are carried out by US (Aylesham Parish Council) and our (Aylesham Parish Council) COST in full within 3 months of the date of the survey.”

This information was noted by Council.

Resolved: To approve the renewal quotation received from Clear Councils with Ecclesiastical Insurance Office PLC in the sum of £2,864.66. Proposed by G. Armstrong, seconded by S. Vizor.

Outcome: All in favour, motion carried.

12. Committees

Finance, Audit & Personnel

12.1 Lone Working Policy

Resolved: For Aylesham Parish Council to adopt the Lone Working Policy. Proposed by G. Armstrong, seconded by D. Fleck.

Outcome: All in favour, motion carried.

Planning, Environment & Transport

12.2 Former Youth Club Site, Ackholt Road, Aylesham (any updates)

Outline

Kent County Council gave notice of their intention to make a disposal of open space land at the former Youth and Leisure Centre site, Ackholt Road, Aylesham, with objections to have been submitted to them by the 20th February 2025.

At the February Full Council Meeting, Council Resolved to:

- Submit an objection to the disposal of the Former Youth and Leisure Centre site for any other purpose than community use.
- Submit an application to Dover District Council to register the site as an Asset of Community Value.

Updates

- Objection submitted to Kent County Council on 12th February.

- An application to Dover District Council for the site to be registered as an Asset of Community Value was submitted on 13th February. Dover District Council have since written to confirm receipt of the application, that the application is now being processed, and that it can take up to eight weeks for it to be determined.

Aylesham Parish Council are to issue a press release regarding the former Youth Club Site, to inform residents of the actions Aylesham Parish Council are taking.

12.3 Parish Priorities Update

At the February 2025 Planning Environment & Transport Committee meeting, the Committee reviewed some additional points to be added to the Parish Priorities Statement and Resolved to recommend to Full Council that the revised document be submitted accordingly.



[AYLESHAM PARISH COUNCIL](#)

[Parish Priorities Statement \(March 2025\)](#)

1. Your Details

Information Required	Response
Contact name	Nicola Purcell (Deputy Officer)
Town or Parish Council	Aylesham Parish Council
Main contact address	Aylesham House Dorman Avenue South Aylesham Kent CT33AD
Main contact telephone number	07830353872
Main contact email	deputyofficer@ayleshampc.co.uk
Details of public consultation and engagement used in the preparation of the PPS	In preparing the Parish Priorities Statement, the following public consultation and engagement activities were undertaken: <ol style="list-style-type: none"> 1. Newsletter Distribution: A newsletter was circulated to inform and engage the community about the Parish

Information Required	Response
	<p>Priorities initiative, providing initial context and inviting participation.</p> <ol style="list-style-type: none"> 2. Community Survey: A comprehensive survey was conducted, available both online and in paper format, ensuring accessibility and encouraging broad participation from residents. 3. Parish Priorities Event: A dedicated community engagement event titled the "Parish Priorities Event" was organized. The event featured: <ul style="list-style-type: none"> ○ A structured talk by a planning consultant to provide expert insights and contextualize the discussion around parish priorities. ○ An open session with a drop-in format, allowing residents to engage directly with parish councillors and officers. Attendees were encouraged to share their views and complete the survey during the event. <p>These efforts ensured a robust and inclusive approach to gathering community input, forming the foundation for the Parish Priorities Statement.</p>

The vision for the future...

What are the three key changes you would like to see in your Parish over the next 15 years? These changes should relate to the priorities set out below. It will also be helpful to explain when you think these changes should happen over the 15 year period.

<ol style="list-style-type: none"> 1. Improved Infrastructure: <ul style="list-style-type: none"> • Development of local transport networks. • Enhanced connectivity within the parish, such as better roads and public transportation. 2. Development of Community Amenities: <ul style="list-style-type: none"> • A larger supermarket • Expansion of leisure facilities (e.g., enhanced Welfare Leisure Centre). • Creation of spaces that foster community interactions, such as parks and multipurpose halls. • Secondary education facilities • Improved accessibility and usability of existing facilities. 3. Balanced Development: <ul style="list-style-type: none"> • Preference for development that integrates with the existing natural environment and preserves the parish's character. • Controlled housing developments catering to diverse community needs (young families, elderly residents, etc.).
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- Sustainable approaches ensuring long-term benefits for the community, such as eco-friendly projects.

Development and management of land

Information required	Response
What type and level of development would you like to see in the parish?	<p>No More Houses: 30% of respondents prefer no additional housing developments in the parish</p> <p>Retail Development: 15% are in favor of retail development.</p> <p>Affordable Properties: 8.3% support the development of affordable housing.</p> <p>Bungalows: 5% suggest developing bungalows</p>
Are there any areas of the Parish you would like to see developed?	N/A
Are there any specific areas you want protected for other uses?	<p>Protect Woodland: 18.3% prioritize the protection of woodland areas.</p> <p>Protect Village Green: 20% wish to protect the village green.</p> <p>Protect Footpaths: 1.7% emphasize the importance of preserving footpaths</p>

Homes

Information required	Response
What type of homes would you like to see in your local community?	<p>The top responses are:</p> <ul style="list-style-type: none"> • No more houses • Bungalows • 3 bed • Council properties • Fully accessible properties <p>Closely followed by:</p> <ul style="list-style-type: none"> • 2 bedroom properties

Information required	Response
	<ul style="list-style-type: none"> • <i>Single habitation homes</i>
What size of home is needed locally?	<p><i>The top response was three bedroom homes, Followed by 2 bedroom homes Then, Single occupancy homes</i></p>
Any other requirements?	<ul style="list-style-type: none"> • <i>Preference for development that integrates with the existing natural environment and preserves the parish's character.</i> • <i>Controlled housing developments catering to diverse community needs (young families, elderly residents, etc.).</i> • <i>Sustainable approaches ensuring long-term benefits for the community, such as eco-friendly projects.</i>

Design

Information Required	Response
Are there any areas of local character which are particularly important to the local community?	<p><i>Below details the percentage of responses with each answer:</i></p> <ul style="list-style-type: none"> • <i>The Village Heritage: 12%</i> • <i>The Memorial Garden: 10%</i> • <i>Market Square: 10%</i> • <i>Aylesham Community Trust Building: 4%</i> • <i>Variety of House Design: 4%</i> • <i>Community Services: 3%</i> • <i>Sports Field: 2%</i> • <i>Aylesham House: 2%</i> • <i>Solar Panels: 2%</i> • <i>Churches: 2%</i> • <i>Woodland: 2%</i> • <i>Weekly Farmers Market: 1%</i> • <i>EV Charging: 1%</i> <p><i>This breakdown highlights the community's focus on preserving heritage and central public spaces, with a secondary interest in architectural design and modern infrastructure.</i></p>
Particular features of buildings of local character	<ul style="list-style-type: none"> • <i>Brick Houses (no cladding)</i> • <i>The Village Heritage:</i> • <i>Aylesham Community Trust Building:</i>

The Natural Environment

Information Required	Response
Opportunities to make nature bigger, better and more joined up	<ul style="list-style-type: none"> • <i>The protection of green space and woodland are the top key priorities the community feel are key.</i> • The Parish Council has an adopted Biodiversity Policy. The protection of green space, woodland and wildlife are seen as key priorities for the community. • Encouragement and support for suitable planting within new developments to support biodiversity. • Encouragement and support for retaining good quality hedgerows where appropriate. • The use of species native to downland/chalkland areas to the encouraged and used where possible when planting particularly in the open space areas.

Jobs

Information Required	Response
Information about business you would like to protect and business opportunities that should be provided	<ul style="list-style-type: none"> • <i>Support for local businesses currently in the area</i> • <i>Greater opportunity for shops 7 retail</i> • <i>And the introduction of a pub restaurant</i> • Regarding Aylesham South potentially approx. 800 new dwellings could be constructed with no additional employment locally provided so support, probably managed through the district council, will be required for present local businesses especially retail. • New business opportunities require investigation, especially those away from road transport and plant hire which look to dominate the present industrial estate. Businesses that require a wider range of skills. • A "larger" supermarket is seen as a priority from the consultations undertaken. Such is likely to be the "anchor" to the central hub of the new development. • A pub/restaurant has also been suggested through the consultation process. • Jobs will be created during the development of the site for a number of years however these will not be permanent.

Public spaces

Information Required	Response
<i>Public Open Space, Public realm, Pocket Parks</i>	<ul style="list-style-type: none"> • <i>Market Square is considered the most important public space to the community. Often this is used for recreational purposes, and for community events.</i> • The Market Square is considered the most important public open space to the community. The Central Boulevard public open space requires to be regarded with equal importance. New public open space areas within new developments must assist in developing community cohesion through high quality provision in terms of space, quality of planting, design and facilities provided. Funding inclusion to cover for maintenance is essential. • Play areas should be provided with a range of high-quality facilities and equipment. Equipment should be targeted at different age ranges. Play equipment to include "traditional" as well as "adventurous". Seating and litter bins should be provided. Fencing provision where appropriate to ensure dogs cannot easily enter and children cannot easily run out into local roadways. • Signage and interpretation boards to help link areas and provide information, including historical, about the area. • Clear links to national and local PROWs, cycleways, public footpaths and bridleways. • Protection of public open spaces from being used for inappropriate parking. • Ensure excellent accessibility for all. • Public Art, provided through themed seating and fencing design as examples, also style of waymarking, interpreting boards etc. Central hub for the new development may be an appropriate location for any larger style of or piece of public art.

Infrastructure

Information Required	Response
<i>Active travel priorities, roads / parking, community buildings needs, waste / water infrastructure, broadband, renewable energy</i>	<p>Top Needs:</p> <ul style="list-style-type: none"> • Reliable Public Transport emerges as the most significant shortfall, highlighting it as a major need. (continued below) • Bus Services - Sunday service to Canterbury, funding to restore ½ hourly weekday frequency to Canterbury, later Saturday and weekday evening journeys. High quality

Information Required	Response
	<p>enclosed bus shelters within the proposed development. Raised kerbing facility at bus stops to enable level boarding. Provision of a "traditional" bus service to Whitfield and Dover town centre (this perhaps considered when funding for the Demand Responsive Stagecoach Connect comes to an end). Public transport improvements featured as the top change the community would like to see over the next 15 year period. Real Time Information at selected stops eg Baptist Church and central hub in Aylesham South.</p> <ul style="list-style-type: none"> • Improvements to bus services and bus infrastructure need to be introduced near the beginning of the proposed new development and not wait until the development is almost complete. People need the option when they move in not years afterwards when alternative travel options have become established. With the number of new dwellings plus the lack of additional employment facilities envisaged excellent public transport will be all the more important to avoid an overly car-based development. Infrastructure first. • RAIL STATION/S AND SERVICES - Aylesham station offers poor facilities at present. Particularly important, is creating a station that is accessible to all. The present footbridge is a barrier to use for many people. Waiting facilities are limited on both platforms. More platform seating and litter facilities are required. Hopefully timetable improvements could enable a ½ hourly service on weekdays with some faster journeys to London in the future. Snowdown station also lacks accessibility for all and finding a solution to this is a longer-term target. • 20mph local road speed limit introduction. • Re-surfacing Cooting Road. • Other local speeding and highway concerns have been submitted to KCC by way of the Highway Improvement Plan. • Secondary Schools are the second-highest need. • Supermarkets and Youth Clubs follow closely • Healthcare and Community Facilities: Additional NHS services to be provided in Aylesham so as to avoid travel to Canterbury/ Dover. • Pubs, Better Road Surfaces, and other amenities such as Street Lighting and Small Businesses have lower, but notable mentions. • Youth provision. • Support for a multi-purpose community facility within the Aylesham South development. • Allotment provision • Provision of a range of dwelling size with a range of different styles of occupancy from private purchase to social rented and affordable. • Housing to include some "lifetime" designed properties.

Information Required	Response
	<p>Lesser Priorities:</p> <ul style="list-style-type: none"> • <i>Specific issues like Water Supply/Waste, Speed Limits, Step-Free Access (Train), Swimming Pools, and A2 Road Connection.</i> • <i>Other items such as Parking, Footpath/Cycle Routes, and a Bigger Chemist also received minimal responses.</i>

Resolved: To approve the recommendation of the Planning, Environment & Transport Committee and submit the updated Parish Priorities Statement to Dover District Council and Axis Land Partnerships Ltd. Proposed by D. Airey, seconded by D. Fleck.

Outcome: All in favour, motion carried.

12.4 Dover District Council Planning Application: 25/00133

Proposal: Outline planning application (with all matters reserved apart from access) for development comprising of residential units and flexible non-residential floorspace and associated infrastructure and other works incidental to the proposed development

Location: Land West of Aylesham Road and South Of, Spinney Lane, Aylesham.

At the February Planning, Environment & Transport Committee the application was discussed in detail. A representative from Axis Land Partnerships Ltd was present at the meeting and spoke during the Public Participation Period to answer any questions that the Committee had.

The Committee recommended that Full Council consider the following response to the planning application:

“Aylesham Parish Council raises no objection to the outline planning application, subject to further discussion and receipt of additional information on the following key points:

1. Kent County Council (KCC) Transport Links

- *There are concerns regarding the limited employment opportunities in the area and the need for improved transport connections to Dover and Canterbury.*
- *Proper provisions should be made for enhanced public transport, including increased bus services, potential rail connections, and infrastructure improvements to ensure accessibility for residents and commuters.*
- *Consideration should be given to sustainable travel solutions, such as cycle lanes and pedestrian pathways, to support non-motorised forms of transport.*

2. Bridleway Crossing on Aylesham Road

- *The bridleway crosses Aylesham Road, which is known for high vehicle speeds, posing potential risks to equestrians, pedestrians, and cyclists.*
- *Improvements to this crossing should be explored, such as traffic calming measures, enhanced signage, and dedicated crossing points to ensure safety.*
- *Given the proximity to a traveller site, careful consideration should be given to the needs of all road users to ensure safe and inclusive access.*

3. Aylesham Road Speed Limit and Safety Measures

- *The current speed of traffic on Aylesham Road is a significant concern, particularly in light of planned pedestrian crossing points.*
- *A reduction in speed to 30mph would be more appropriate for the surrounding environment, improving safety for pedestrians and other vulnerable road users.*
- *Consideration should be given to:*
 - *Installation of speed reduction measures such as speed bumps or chicanes.*
 - *Clear signage and road markings to indicate pedestrian crossings.*
 - *An assessment of pedestrian desire lines to ensure safe and convenient crossing points are implemented.*

4. Location of Mixed-Use Retail Area

- **5. Increase in** *Consideration should be given to relocating the proposed mixed-use retail area to the corner of Spinney Lane and Aylesham Road/Ackholt Road.*
- *This location is a prominent point within the development and would provide higher visibility and accessibility for residents and visitors.*
- *The junction at Spinney Lane and Aylesham Road is a busy access route, making it a more strategic location for retail and services.*
- *Improved accessibility to facilities would enhance the development's overall functionality and convenience for the local community.*

Number of Dwellings

- *The increase in the number of dwellings from 640 to 800 is still not preferred.*

Concerns remain regarding the impact on local infrastructure, transport links, and community services, which may not be sufficient to support the additional population."

After the February Committee meeting, Planning Consultant Alison Eardley was sent a copy of the Committee's response. A. Eardley advised the following:

"I think this is fine and very good. The only other thing you could explicitly mention could be around design/height/ density and perhaps welcoming additional discussion on that as this will be agreed in the Parameter Plans, even though the pp is for outline only."

An Additional Agenda Pack was issued to Council prior to the meeting which was prepared to align with the emerging Parish Priorities Statement and reflected the key issues raised through recent public consultation.

Council was urged to formally submit these requests as part of its Consultee response to Outline Planning Application (with all reserved matters apart from access) reference number 25/00133, ensuring that S106 agreements are used effectively to support the needs of the Parish.

Additionally, the report considered the email received on Friday 7th March 2025 from the Senior Town Planner at Network Rail regarding the “Access for All” scheme, which questions whether the Parish Council supports Network Rail’s view:

“That this development should provide a contribution towards improving accessibility and step-free access at Aylesham Station.”

These suggestions align with national and local planning policies, including:

- **National Planning Policy Framework (NPPF, 2021)** – Supporting sustainable transport (Paragraph 104), ensuring access to high-quality public transport services (Paragraph 110), and promoting inclusive design (Paragraph 130).
- **Dover District Local Plan** – Prioritising infrastructure first, including school places, healthcare, and transport links to support new developments.
- **Kent County Council’s Local Transport Plan** – Advocating improvements to bus and rail services, road safety, and active travel routes.

By linking these requests to established national and local planning policies, Aylesham Parish Council strengthens its case for securing S106 contributions for the following:

1. Infrastructure Improvements

1.1 Public Transport Enhancements

- Restoration of a half-hourly weekday bus service to Canterbury and the introduction of a Sunday service (*NPPF Paragraph 104 – Promoting sustainable transport*).
- Funding for a traditional bus service to Whitfield and Dover town centre, ensuring reliable connectivity (*Dover District Local Plan – Infrastructure before development*).

1.2 Rail Station Accessibility

- Step-free access improvements at Aylesham Station and Snowdown Station to ensure inclusivity (*NPPF Paragraph 130 – Inclusive design, Access for All*).
- Installation of additional platform seating, litter bins, and waiting facilities at both stations (*Kent Local Transport Plan – Rail accessibility*).

- Exploration of timetable improvements to introduce a half-hourly service on weekdays with faster London connections (*Dover District Local Plan – Public transport integration*).

1.3 Road and Traffic Management

- Introduction of a 20mph speed limit within key residential areas (*NPPF Paragraph 104 – Safe and suitable access for all*).
- Resurfacing of Cooting Road and addressing other priority highway concerns (*Dover District Local Plan – Highway safety*).
- Implementation of highway safety improvements submitted to Kent County Council (*Kent Local Transport Plan – Road safety strategy*).

2. Community Amenities & Facilities

2.1 Healthcare Provision

- Funding for additional NHS services within Aylesham to reduce the need for residents to travel to Canterbury or Dover for healthcare (*NPPF Paragraph 93 – Providing social and community infrastructure*).

2.2 Education & Youth Services

- Investment in a secondary education to meet the growing educational demands of the community (*Dover District Local Plan – Education infrastructure*).
- Development of a youth facilities with recreational and educational facilities for young residents (*NPPF Paragraph 93 – Enhancing youth services*).
- Enhancement of play areas with age-appropriate equipment, seating, litter bins, fencing, and safety features (*NPPF Paragraph 98 – Access to high-quality open spaces*).

2.3 Multi-Purpose Community Facility

- Establishment of a multi-purpose community centre within the Aylesham South development for meetings, social events, and local services (*NPPF Paragraph 93 – Community infrastructure*).

2.4 Retail and Public Services

- Support for the development of a larger supermarket to serve the expanding population (*Dover District Local Plan – Retail development strategy*).
- Encouragement of local retail businesses to promote economic growth (*NPPF Paragraph 81 – Supporting economic growth and productivity*).
- Consideration of a pub/restaurant to enhance the community's social and economic fabric (*NPPF Paragraph 93 – Promoting social interaction*).

2.5 Public Open Spaces

- Development of new public open spaces with high-quality planting, pathways, and community-focused design (*Dover District Local Plan – Green infrastructure*).

Resolved:

1. Support the recommendation of the Planning, Environment & Transport Committee. In addition to the response drafted by the Committee, to add the following points to the Consultee response for this application:
2. Include the s106 Contribution requests as per the March 2025 Additional Agenda Pack.
3. Concerns that the Parameter plans are a bit vague in part and could be clearer about what is being proposed.
4. Support Active Travel England's Consultee response.

Proposed by D. Airey, seconded D. Fleck.

Outcome: All in favour, motion carried.

Resolved: Aylesham Parish Council support the Network Rail view that this development should provide a s106 contribution towards improving accessibility and step-free access at Aylesham and Snowdown Stations. Proposed by S. Vizor, seconded by D. Airey.

Outcome: All in favour, motion carried.

13. Aylesham Development Matters (Existing development phases)

13.1 Dover District Council Project Officer Updates

- School Square - the developers are targeting the Easter holidays for the remedial works to School Square and will confirm the programme with me in due course. Dover District Council will manage the communication to residents once the works have been confirmed.
- Awaiting response regarding the continuation of monthly meetings.
- Attlee Avenue Play Park (Cripps Close) and Zip Wire Area at Hill Crescent the following updates were received prior to the meeting, after the Agenda Pack was published:

"Play equipment

Cripps Close play equipment: defects should be rectified by 12 March. An inspector is arranged for next week therefore the intention is a handover to DDC takes place on 12, 13 or 14 March.

Hill Crescent play equipment: the damage pole has been replaced. The current plan is the inspector makes their report, and any snags are known by the 12 March. The intention is a handover to DDC takes place next week on 12, 13 or 14 March.

I have asked for the developers to ensure both sites are left secure.

Skip

An inspection of the site identified some brick edging was too near to the roundabout, so the skip has remained in situ. The brick edgings will be reset to the required measurement

and the waste from this job will be put into the skip and it will be removed straight after. If the skip is still on site today, it should be removed within a few days.

Rear gate of Attlee Avenue Property

The on-the-ground boundary for the DDC property on Attlee Avenue is unique; there are essentially two boundaries. The boundary fence closest to the property has a gate, then there is a small green space area and then there is the metal gate which backs directly on to Milner Park.

We believe the metal gate has been in situ for some years and when APC signed the lease. A DDC Housing Officer inspected the area and noted several other properties backing on to this park have gates/rear access; DDC can't replace one gate in isolation. These points make it difficult to justify DDC replacing the metal gate with a closed boarded fence.

Next steps:

DDC will try and remove the metal gate (but not replace it). DDC need permission from the tenant to do this. It's worth noting we don't think removing the gate will stop fly tipping. We will raise the fly tipping with the relevant DDC teams again.

Landscaping

I have chased timeframes for the landscaping works for Cripps Close and will update you once I know more."

Following receipt of this email update, Chief Executive Officer K. Robinson spent time looking back at the planning application in particular the landscaping plan for Attlee Avenue Play Park planning reference 20/00364, and has subsequently asked the following questions to DDC:

"Can I please ask in relation to Attlee Avenue Play Park (Cripps Close), as per the attached landscaping drawing taken from the planning portal, whether the landscaping works will include the following:

- *Installation of the footpath and lighting within the park area.*
- *Installation of two benches (marked on the drawing are two seats and two benches) one bench is adjacent to the footpath and the second is adjacent to the fencing on the far side of the informal kick about area opposite the play equipment, both don't appear to be in place yet, only two "seats" are installed)*
- *Installation of a litter bin near to the alleyway entrance (from Attlee Avenue)*
- *Car park resurfacing/parking spaces marked out and lighting within the car park*

Could you please also confirm that if there is a handover of the park back to DDC this week from developers, when the handover of the park from DDC to Aylesham Parish Council will be? I am quite concerned that there are still significant works to still be completed, and the park should not be handed back to Aylesham Parish Council until all works, including landscaping are completed."

13.2 To raise or discuss any new or existing development issues

Attlee Avenue (Cripps Close) Play Park and Zip Wire at Hill Crescent

Updates:

District Councillor Pout has reported the Attlee Avenue Play Park installation to Health & Safety Executive as children are playing within the building site, having been left unattended and unfinished for some time.

Outcome: Council noted their support of Cllr Pout reporting this to HSE.

Following receipt of updates noted in agenda item 13.1 regarding these areas, Council Resolved the following:

Resolved: Aylesham Parish Council do not think that either area should be handed back to Dover District Council until all works are completed. Proposed by J. Flaig, seconded D. Miller.

Outcome: All in favour, motion carried.

13.3 Market Square Lighting Project

Update: Awaiting Licence for major alterations from Dover District Council to be completed.

14. Spinney Wood

14.1 Removal of the 1976 Tree Preservation Order

On Friday 21st February 2025 Aylesham Parish Council were informed that Dover District Council had made the decision to revoke Tree Preservation Order TPO/76/0000. The Tree Preservation Order was made on 5th April 1976 and covered the majority of Spinney Wood. The reasoning for the removal of the Tree Preservation Order was due to Dover District Council being satisfied about the management of Spinney Wood by Aylesham Parish Council and White Cliffs Countryside Partnership.

Dover District Council have since released the following statement about this matter:

"A Tree Preservation Order (TPO) was made by Dover District Council on the majority of Spinney Wood during the 1970s, but it is unusual for local authorities to make a TPO on land under its ownership.

A TPO ensures that any works to trees covered by the order requires consent from the local authority.

Spinney Wood is currently being managed by Aylesham Parish Council with the White Cliffs Countryside Partnership to allow it to remain publicly accessible and to promote biodiversity.

To avoid making multiple applications to Dover District Council to undertake such works, the TPO has been revoked to allow for the management of the woodland to continue.”

Outcome: Noted by Council.

14.2 Independent Tree Survey – February 2025

Following the February 2025 Full Council Meeting, an independent Tree Survey was undertaken by Invicta Arboriculture Tree and Woodland Consultancy. The survey is included within the March 2025 Agenda Pack (available on our website) together with a summary drafted by the Director of White Cliffs Countryside Partnership who has recommended to deal with all the trees identified for the 12-month period.

As part of the lease held for Spinney Wood, Aylesham Parish Council is required to “maintain and manage the trees on the Property”, and this is also a requirement of the Council’s insurer. There are many footpaths within the Wood used frequently by Members of Public, trees adjacent to Spinney Lane, Adisham Road (B2046) and properties on Aylesham Industrial Estate.

As per agenda item 11.2 in which Council renewed their insurance for 2025/2026, they are also now required to adhere to:

“All recommendations for preventing or minimising damage are carried out by US (Aylesham Parish Council) and our (Aylesham Parish Council) COST in full within 3 months of the date of the survey.”

Four companies were asked to quote for the works, with only two out of the four companies submitting quotes.

Resolved: To proceed with the quotation from Heartwood Tree Care for the works identified within Spinney Wood, as per the tree survey completed in February 2025 in the sum of £9,600 plus VAT. Proposed by D. Fleck, seconded by D. Airey.

Outcome: All in favour, motion carried.

15. Allotments (any updates)

Officers sent the following update on the 24th of February to residents on the waiting list:

“We are emailing all those on the allotment waiting list as we wanted to provide you with an update regarding the allotment process. Unfortunately, there has been no further progress at this stage, as we are still awaiting the necessary legal documentation from Dover District

Council. However, we are actively chasing this, and works on the site are set to commence soon.

As soon as we are in a position to move forward, we will contact everyone on the waiting list in order. At this time, we are unable to provide a timescale, as we are dependent on Dover District Council and the developers to complete their part of the process.

We appreciate your patience and will keep you updated as soon as we have further information.”

Outcome: Council noted that the allotments are now becoming quite an urgent matter.

16. Aylesham House

16.1 Building Repairs (updates)

- Internal works to walls by Contractor CC Kent Ltd are now complete.
- Secondary electrical work has now been completed.
- Fire alarm has been installed. User training to take place with Officers’, who will then give user training to the relevant members of Aylesham Heritage Centre.
- Flooring being installed week commencing Monday 10th March.
- Risk assessment being drafted and will be undertaken for the building to re-open to all users and members of public.
- Cleaning of Aylesham House is required, with options investigated. Independent commercial cleaning companies have been contacted due to the building work that has taken place, and the health & safety risks associated. Silica dust is present throughout the building; therefore, specialist cleaning is required before the building can be accessible by Officers/Staff, Aylesham Heritage Centre members, and members of the public.

Three companies were contacted for a quote for a professional deep/post building work clean, and at the time of this meeting, only one company has provided a quote. The proposed cleaning work includes:

Heritage Centre Room Artefacts: Cleaning with soft brushes and microfibre cloths, a time-consuming but necessary process to ensure preservation.

Chairs: Steam cleaning and fibre rinsing to remove cleaning chemicals, maintaining low pH which is safe for human skin to avoid any allergic reactions that people may or may not know they have. Chair hardware (legs, frames) will also be cleaned.

Toilets: Acid washing to remove hard soiling under the waterline.

All area of Aylesham House: excluding downstairs kitchen area are to be cleaned.

Carpets: A deep clean of the heritage centre room carpet.

Windows: Interior windows and sills

Dust Management: Use of M-class filters to reduce silica dust contamination.

Final Inspection: An additional day allocated for a "sparkle" clean to remove any residual dust post-cleaning.

Timeframe & Cost

Estimated duration: **Two days, plus an additional day for final detailing**

Resolved: To proceed with the quotation received from CTW Cleaning in the sum of £1,575 plus VAT. Proposed by J. Flaig, seconded by K. Sutcliffe.

Outcome: All in favour, motion carried.

17. Kent Devolution and Local Government Reorganisation (updates)

Aylesham Parish Council received information from Kent Association of Local Councils and a link to an article by Kent County Council, both of these updates are available within the March 2025 Agenda Pack.

Outcome: Noted by Council.

18. Annual Risk Review 2025

The Chief Executive Officer K. Robinson presented the Annual Risk Review for 2025 within the March 2025 Agenda Pack for Councillors to review ahead of the meeting.

During this meeting, Council considered the Annual Risk Assessment.

Resolved: To approve the presented Annual Risk Assessment for 2025/2026. Proposed by S. Vizor, seconded by D. Fleck.

Outcome: All in favour, motion carried.

19. Next Meeting Date

Tuesday 8th April 2025.

20. Legal Matters – Confidential to be held under the Public Bodies (admissions 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 for agenda items 20.1, 20.2; and 20.3 it was proposed by D. Airey and seconded by K. Sutcliffe to move to a closed session.

Outcome: All in favour, motion carried.

20:56 Meeting entered into a closed session

20.1 Aylesham House Title Deeds Covenants (any updates)

No updates.

20.2 Car Park, Dorman Avenue North (Parish Council Freehold, Land to rear of Freehold)

No updates.

20.3 Dover District Council Draft Licence for major alterations – Market Square

Draft Licence is being reviewed by Aylesham Parish Council's Solicitor.

20.57 Meeting Closed

Minutes Approved at the April 2025 Full Council Meeting:

Signature (Chair)	
Date	

March 2025 Full Council Appendices

Appendix A – County Councillor S. Manion Update

Kent County Council will soon be initiating another pothole blitz with a £14.5 million budget for 2025/2026, a 70% increase from last year's budget of £8.3 million. The programme will see many potholes being repaired, including the prevention of potholes and highway defects from forming in the future

20th anniversary of the 'No Use Empty Scheme'. 'No Use Empty Scheme' is a recyclable loan scheme from Kent County Council that brings empty properties back to life. First time applicants are offered 0% terms and those returning to the scheme are offered an interest-bearing loan. There are an estimated 7,500 houses/buildings within Kent that are not being used.

Local Government Re-Organisation – interim plans should be submitted on or before 21 March 2025, with the expectation for a full proposal to be submitted by 28 November 2025.

Appendix B – District Councillor Mamjan Update

Cllr Mamjan has been helping residents with housing. There is a huge problem within the Parish, but it is starting to slowly improve. An example was given of two residents waiting 13 months just to get on the Kent Home Choice housing list.

Appendix C – District Councillor Pout Update (read out on behalf of Cllr Pout at the meeting)

I would appreciate if you could promote the Dover District Council/Stagecoach engagement event on Fri 11th April 2-4pm on Heritage Road to Councillors and any residents in attendance - we would welcome any feedback on the connect bus and buses more widely.

We will be inviting Town and Parish councils into Dover District Council to discuss local government reorganisation shortly.

I have continued to raise issues with Attlee Avenue Play Park (Cripps close), including reporting the unsafe site both internally at Dover District Council and to the Health and Safety Executive.

- **End of Appendices** -