



AYLESHAM PARISH COUNCIL

Minutes of the Full Council meeting held on 12th November 2024 at Aylesham Community Trust SUBJECT TO CONFIRMATION AT THE NEXT MEETING

1. Present

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

Officers in Attendance: Chief Executive Officer K. Robinson; Deputy Officer N. Purcell.
One member of public was present.

2. Apologies for Absence

Kent County Councillor S. Manion

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- Trustee of Aylesham Community Trust

Cllr K. Sutcliffe has been granted a dispensation regarding Aylesham Heritage Centre.

4. Public Participation Period

None.

5. External Reports (updates)

5.1 County Councillor

Received just prior to the commencement of the meeting. See Appendix A.

5.2 District Councillor

See Appendix B.

5.3 Kent Police

Received in advance of the meeting and is available on the Parish Council website.

5.4 Dover District Council Community Development Officer

A new Officer has been assigned to Aylesham. Aylesham Parish Council are waiting an initial meeting for introductions, an invite will be sent to attend Full Council meetings and to submit monthly update reports.

6. Minutes of Previous Meeting:

October 2024

Resolved: It was proposed by S. Vizor and seconded by K. Sutcliffe that the minutes from the meeting held on 8th October 2024 are a TRUE and ACCURATE record.

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

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

October 2024 Minute reference 14.2: to report the significant amount of litter in the footpath between Attlee Avenue and Attlee Avenue Play Park (Milner Park).

Update: This matter was reported to Dover District Council following the October 2024 meeting, then subsequently escalated. Assistant Officer visited site prior to this meeting, to check if it had been cleared, and it had. D. Airey noted that he was pleased it had been cleared but that litter had already started building again.

8. Chief Executive Officer Report

8.1 St Finbarr's Church Removal of Trees

Dover District Council have updated the following: As the trees that have been felled are not subject to a Tree Protection Order, no further action can be taken. They will, however, encourage St Finbarr's to plant new trees.

8.2 Aylesham Community Trust Annual General Meeting Invitation

Outcome: Noted by Council.

8.3 Southern Housing Group Properties, Dorman Avenue North

Aylesham Parish Council have received complaints from numerous residents regarding copious amounts of litter, overflowing communal bins and anti-social behaviour at a block of flats that are believed to be the freehold of Southern Housing.

Update: Officers received an update that the car park has now been cleared by Southern Housing, and it will now be maintained regularly on a weekly basis, as part of their schedule. We have received contact from a resident of a property on Dorman Avenue North, complaining of serious anti-social behaviour towards them from residents in properties believed to be part of Southern Housing. Officers contacted the Community Safety Unit at Dover District Council to understand how the Parish Council can best support the resident. The Community Safety Officer advised that the type of behaviour demonstrated far surpasses usual Anti-Social Behaviour (ASB) and suggests this to be a matter to be reported to police at the time it occurs potentially even on 999. They advised the resident to keep a detailed log of incidents. We have fed this information back to the resident.

Resolved: It was proposed by D. Airey and seconded by K. Sutcliffe for Officers to keep in regular contact with the Southern Housing; Housing Officer to form a communication channel and relationship with.

Outcome: All in favour, motion carried.

Resolved: It was proposed by D. Airey and seconded by K. Sutcliffe for the Southern Housing; Housing Officer be invited to give a briefing to Members' so that Members have a better understanding of what they do.

Outcome: All in favour, motion carried.

Resolved: It was proposed by G. Armstrong and seconded by D. Miller to report the poor state of the car park at Church View to Southern Housing.

Outcome: All in favour, motion carried.

8.4 Emails GOV.UK

Aylesham Parish Council are currently in contract with Waveney IT until May 2025, at a monthly cost of £51.80 +VAT. As highlighted in the AGAR, Parish Councils are advised to switch over to '.gov.uk' emails and domain by 31st March 2025. Our website provider HugoFox has been instructed to make the switch for the website domain name, and this can take approximately 3-6 weeks. Once this is live, we can assign '.gov.uk' email accounts with HugoFox at a cost of £24.99 per month +VAT.

Until May 2025 this will be in addition to the Waveney IT costs, as we must give at least 30 days' notice, and it will allow a crossover period for the email accounts, to allow the new address to become known.

Resolved: It was proposed by S. Vizor and seconded by K. Sutcliffe to approve the expenditure of £24.99 per month for the.gov.uk email addresses with HugoFox, and to cancel the contract with Waveney IT at the end of the term.

Outcome: All in Favour, motion carried.

8.5 Councillor Tablets

It has been highlighted by a number of Councillors regarding access to their email accounts and the large volume of emails and documents that are sent to Councillors generally each week, plus in addition the vast quantity of documents for consideration at their meetings. Many Town and Parish Councils supply their Councillors with tablets to access their Councillor email accounts and documents, the tablets remain property of the Council and must only be used for Council business. Having tablets for Councillors can also benefit Councils whereby the printing of documents is significantly reduced and even some Councils becoming "paper free". All Aylesham Parish Council meetings, including Committees have Agenda Packs sent to them, Full Council Agenda Packs are on average 20-40 pages each month. By exploring the option of tablets, it could significantly reduce the expenditure associated with printing.

Resolved: It was proposed by S. Vizer and seconded by K. Sutcliffe to proceed in principle, subject to further investigations with the Councillor tablets, and for Officers to explore cloud storage options to present in January.

Outcome: All in Favour, motion carried.

9. S101 Delegated Authority

Outline: Removal and replacement of 8 windows upstairs at Aylesham House.

A quotation in the sum of £3,800 plus VAT from CC Kent Ltd was received for this work.

Councillor responses: 8 out of 9 Councillors responded all in favour of the expenditure.

Outcome: The quotation from CC Kent Ltd to remove and replace 8 windows was approved.

10. Personnel Matters Confidential to be held 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 Personnel Matters, it was proposed by K. Sutcliffe and seconded by D. Fleck to move to a closed session.

Outcome: All in favour, motion carried.

Deputy Officer left the meeting room at 19:47

Chief executive Officer left the meeting room at 19.48

Resolved: Agree to 2.5% salary increase for Officers, as per The Local Government Association update that the pay scales for 2024-2025 have now been agreed. Proposed by J. Flaig, seconded K. Sutcliffe.

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

Resolved: Agree to backdate the salary increases for Officers to 1st April 2024. Proposed by J. Flaig, seconded S. Vizer.

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

Chief Executive Officer and Deputy Officer returned to the meeting room at 19:55pm

11. Finance

11.1 November 2024 Payment Schedule

Payee	Expenditure	Invoice No.	Net	VAT	Total
Chief Executive Officer	HP Printer Ink Subscription Remembrance Bunting for Market Square Printing costs – meetings x2 (budget)	October Expenses Form	£72.34	N/A	£72.34

Assistant Officer	October Mileage – Park inspections	October Expenses Form	£8.91	N/A	£8.91
Deputy Officer	October Expenses Mileage – to allow access into Aylesham House (building works)	October Expenses Form	£4.68	N/A	£4.68
Expenditure that has been paid since the last Full Council Meeting as per Financial Regulation 5.5					
Envisage Groundcare Maintenance	September Invoice plus broken branch removal in Market Square	1792	£883.00	£176.60	£1,059.60
HM Revenue & Customs	PAYE & NI M/E Oct 5	2506	£1,941.83	N/A	£1,941.83
Hugh Harris Ltd t/a Fresh Air Fitness	Gym Equipment Snowdown Recreational Field 1 st Instalment 50% National Lottery Grant	24739	£9,434.13	£1,886.83	£11,320.96
All About Asbestos Ltd	Asbestos Removal and Air Test Aylesham House	1648	£1,950.00	£390.00	£2,430.00
Aylesham & Rural Community Heart	Grant 2024/2025	N/A	£750.00	N/A	£750.00
Aylesham Heritage Centre	Grant 2024/2025	N/A	£194.81	N/A	£194.81
Kent Junior School of Fashion CIC	Grant 2024/2025	N/A	£1,485.00	N/A	£1,485.00
20 th Deal (Aylesham) Cornwallis Scout Group	Grant 2024/2025	N/A	£1,100	N/A	£1,100
Christopher Cooney	Window & Sign Cleaning Aylesham House	243	£40.00	N/A	£40.00
Safeplay Playground Services Ltd	Playground Independent Inspection Remedial Work Snowdown Rec Field & Skate Park	28129	£3,556.85	£711.37	£4,268.22
Rexaus Group Ltd T/A Drain Detectives & Limehouse	Drain repairs to Aylesham House	39288	£4,945.00	£989.00	£5,934.00
J Harley Plumbing & Heating Services	Replacement Central Heating System Aylesham House	1286	£5,500.00	£1,100.00	£6,600.00

Kent County Playing Fields Association	Annual Subscription 2024	N/A	£20.00	N/A	£20.00
Imagin Products Ltd	CLlr Airey ID Badge	SP_26438	£14.45	£2.89	£17.34
Safeplay Playground Services Ltd	October Quarterly Independent Playground Inspections	28218	£50.00	£10.00	£60.00
CC Kent Ltd	Deposit to order replacement windows - Aylesham House	2300	£2,000.00	£500.00	£2,500.00

Resolved: It was proposed by J. Flaig and seconded by S. Vizor to approve the November 2024 payment schedule.

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

11.2 Q2 July – September 2024 Lloyds Bank Treasurers Account

At the October Finance, Audit & Personnel Committee meeting this item was deferred due to a Councillor's interest.

As per Aylesham Parish Council's Financial Regulations Full Council are required to consider approving the Q2 July – September 2024 Bank Reconciliation Statements and Bank Reconciliations for the Lloyds Bank Treasurers Account.

Resolved: It was proposed by K. Sutcliffe and seconded by D. Fleck that Full Council approve the Q2 July – September 2024 Lloyds Bank Treasurers Account Bank Reconciliation Statements and Bank Reconciliations.

Outcome: All in favour, motion carried.

11.3 Q2 July – September 2024 Lloyds Bank Business Savings Account

The Finance, Audit & Personnel Committee at their October meeting reviewed and approved the accounts reconciliations for this account for Q2 July – September 2024.

As per the Financial Regulations Full Council are required to consider approving the Q2 July – September 2024 Bank Reconciliation Statements and Bank Reconciliations for the Lloyds Bank Business Savings Account.

Resolved: it was proposed by S. Vizor and seconded by D. Fleck that Full Council approve the Q2 July – September 2024 Bank Reconciliation Statements and Bank Reconciliations for the Lloyds Bank Business Savings Account.

Outcome: All in favour, motion carried.

12 Committees

Finance, Audit & Personnel

12.1 Reserves Policy

The Draft Policy along with supporting report (available in the agenda pack) were sent to the Finance Audit & Personnel Committee to consider at their October meeting. The Committee Resolved to recommend to Full Council to adopt the Reserves Policy and to review the Policy annually.

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

Outcome: All in Favour, motion carried.

12.2 Savings & Investment policy

The Draft Policy along with supporting report (available in the agenda pack) were sent to the Finance Audit & Personnel Committee to consider at their October meeting. The Committee Resolved to recommend to Full Council to adopt the Savings & Investment Policy and to review the Policy annually.

Resolved: It was proposed by K. Sutcliffe and seconded by J. Flaig for Aylesham Parish Council to adopt the Savings & Investment Policy.

Outcome: All in Favour, motion carried.

12.3 Savings Accounts

As per the report in the agenda pack, the Finance Audit & Personnel Committee recommended:

- To hold a balance of £85,000 within the Lloyds Bank, split between the Treasurers Account, and Lloyds Business Instant Savings Account so that it balances at £85,000.
- To open a 35-day business saver account with Redwood Bank and transfer from the Lloyds Business Instant Savings Account the sum of £52,800 for General Reserves.
- For Council to change the NS&I Investment Account to an NS&I Direct Saver Account and transfer the balance of £15,960 from the NS&I Investment Account to this new account. In addition, transfer remaining available funds that support the daily cashflow requirements of the Council to this account due to it being a higher interest rate and instant access to the savings."

Resolved: It was proposed by D. Miller and seconded by S. Vizer for Aylesham Parish Council to proceed with the Finance, Audit & Personnel Committee's recommendation as above.

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

12.4 Draft Budget 2025/26

The Chief Executive Officer/Responsible Finance Officer circulated the Draft Budget to the Committee prior to their October meeting. During the meeting the Committee went through the budget headings, line by line. The following amendments were made:

- Utilities to be increased by £2,000 to £12,000 for the year.
- Grounds maintenance budget to increase to by £2,000 to £12,000.
- Remove Aylesham House Building Repairs Ear Marked Reserves and increase the budget for Capital Expenditure by £5,000 to £15,000.

Outcome: At this meeting, Council 'noted' the Draft Budget, in preparation for agreeing the Budget for 2025/2026 in January.

12.5 Recreational & Facilities Committee

As per the report in the agenda pack, the Recreational and Facilities Committee recently reviewed the current state of the designated Christmas tree area, which has remained largely barren and underutilised when not in use for the Christmas Tree, presenting an eyesore within the community space. They have explored many options for the area, from the planting of a live tree, paving over the area, and enhancing the garden with plants and a water feature.

The Committee resolved at their October meeting to recommend to Full Council to proceed with the enhancements of the Christmas tree area, as per the specifications/quotation provided by Dr Driveway Ltd.

Resolved: It was proposed by S. Vizer and seconded by D. Airey to approve the recommendation of the Recreational & Facilities Committee **minus** the water feature and grant permission for the project to proceed:

- Demolition, waste disposal & prep Remove the existing fencing, grade/dig area in preparation for new garden/tree/waterfall area and dispose of all waste
£1,320.00 plus VAT
- Electrical Lay armoured cable and fit double exterior socket & housing
£460.00 plus VAT
- Prep/aggregates/soils Map area to plan - supply and fit geo-tech membrane to area - supply and lay MOT type one sub base for pathways and compact - supply and lay top soil to planting areas & box hedging areas
£2,340.00 plus VAT
- Iron fencing Supply and fit approximately 20 linear meters of hoop top black iron fencing, at a height of 1.2 meters, 1 x gate at a width of 1 meter
£3,200.00 plus VAT
- Pathways, plants, tree & fountain area Supply and lay new pathways with self-binding gravel supply and plant box hedging to plan (removable cover for temporary tree under water fountain)

£2,100.00 plus VAT

Total cost: **£9,320.00 plus VAT.**

Outcome: 7 in favour, 2 against. Motion carried.

12.6 Heritage Sign – Central Boulevard Play Park

As per the full report in the agenda pack, the Recreational and Facilities Committee proposes installing a heritage sign at Neighbourhood Play Park (Central Boulevard.) This sign aims to educate new residents about Aylesham's rich history, specifically its colliery heritage and the significance of individuals honoured in the road names of the new development. In order to install this, permission has been obtained from Dover District Council, subject to a licence. Full Council must therefore consider the terms of licence presented by Dover District Council:

1. Licence Duration: 15 years.
2. Ground Rent: £1 per annum, if demanded.
3. Maintenance Responsibility: The licensee (Parish Council) is fully responsible for maintenance, repair, and replacement.
4. Insurance: The licensee is required to insure the sign and cover any public injury liabilities associated with it.
5. Relocation Clause: The licensor (DDC) reserves the right to request relocation of the sign if redevelopment of the area or other site-wide plans necessitate it.
6. Legal Costs: The licensee will cover the licensor's legal costs, although estate fees will not be charged for this transaction.

Resolved: It was proposed by G. Armstrong and seconded by J. Flaig to accept the Licence terms presented by Dover District Council.

Outcome: All in favour, motion carried.

Planning, Environment & Transport

12.7 Terms of Reference

As per the agenda pack report: The "Membership of the Committee" section within the Terms of Reference (rules) for the Planning, Environment & Transport Committee is at present the following:

"Membership of the Committee:

- *Six members of the Council – Committee Chair, five Councillors; plus Non-Councillors."*

Council were asked to consider whether they wish to amend the Terms of Reference for the Committee with the following wording to allow for this:

Membership of the Committee:

- *Seven members of the Council – Committee Chair, six Councillors; plus Non-Councillors.*

Resolved: It was proposed by S. Vizor and seconded by D. Fleck to amend the Terms of reference for the Planning Environment & Transport Committee to:

“Seven members of the Council – Committee Chair, six Councillors; plus Non-Councillors.”

Outcome: 8 votes in favour, 1 abstain. Motion carried.

13 Representative Updates

13.1 Climate & Nature Forum

As per the agenda pack report, the Forum met in October and the Draft Minutes have been circulated and slides from the meeting have been circulated.

Several matters have been asked of Members that are detailed in the report.

Resolved: It was proposed by J. Flaig and seconded by D. Airey for these items to be under the remit of the Planning Environment & Transport Committee Meeting, in order for further research to take place.

Outcome: All in favour, motion carried.

14 Aylesham Development Matters

14.1 Dover District Council Project Officer Update

“File Notes:

Catch-Up Meeting with Vicky Scott Monday 4th November 2024

Attendees: DDC Officer V. Scott; District Councillor J. Pout.

APC Officers: Chief Executive Officer K. Robinson; Deputy Officer N. Purcell; Assistant Officer D. Jenkins.

V. Scott updated on the following:

Attlee Avenue Play Park (Milner Park) metal gate:

- *A gate on Dover District Council property backing onto the playpark remains a concern; tenants are not required to modify it as it was in place when they moved in.*
- *K. Robinson will send lease information to V. Scott to support Aylesham Parish Council’s case for gate removal.*

Heritage Road Play Park:

- *Expected to reopen by Christmas.*
- *Play equipment will require inspection prior to reopening.*
- *Loose bricks on the ground have been noted and require attention.*

Neighbourhood Park:

- *The spinner top play equipment continues to break.*
- *Dover District Council will be considering alternative equipment options to resolve this issue.*

Market Place Lighting Project:

- *Work was scheduled to begin; K. Robinson will follow up on the start date and provide an update.*

Communications Updates:

- *DDC is reducing the volume of communications to residents as the development concludes.*
- *There will be a one-day road closure in Bell Grove; APC will notify residents once the official notice is received.*

Hill Crescent:

- *Damaged kerbing has been reported to the developers.*
- *Developers are reviewing repair options before returning responsibility to KCC.*

Derwent Way- Cherry Blossom Way Public Right of Way Lighting:

- *No new updates: project status remains ongoing.*

Cripps Close:

- *A gate on Dover District Council property backing onto the playpark remains a concern; tenants are not required to modify it as it was in place when they moved in.*
- *K. Robinson will send lease information to V. Scott to support Aylesham Parish Council's case for gate removal.*

Next meeting date: 24th January 2025."

14.2 New And Existing Issues**Solar Panels on Persimmon Homes Properties, Heritage Road**

At the October Full Council meeting concerns were raised regarding solar panels on properties within the Persimmon Homes site on Heritage Road. Persimmon Homes have given the following response:

"Under the old building regs and at planning stage, we may be asked to supply a small percentage of plots with photovoltaic panels (PVs) and we'd install a few panels on the roofs, but there was no actual performance spec to work to. So usually just a few panels to comply.

Now under the new Part L Building Regs they are much more stringent and there are various ways to pass Part L.

For Parcels 7 & 8 (Freddie's Field) to pass the SAP (Standard Assessment Procedure) designs, we require a lot more PVs than previous sites, and they are going on all the house and apartment roofs.

The amount of PV is generated by our SAP assessors. It's a new Reg so will be on all new sites going forward, I'm guessing Barratt have the same design approach.

For the houses they get free electric if the PV panels are generating electric from the sun during the day, and any surplus electric gets feed back to the grid, so the homeowner will have a lower electric bill.

For the apartments the PVs are generating electric and its being fed directly back to the grid, so homeowners in the apartments do not benefit from the PVs on the roofs.

As the apartments have so many PVs, they cannot all fit on the south facing roof, plus we have hip roofs which reduce the roof space further, so some go on the east / west facing roofs. They are slightly less efficient than the south facing ones, but still generate electric."

Outcome: Noted by Council.

Dover District Council land between Kings Road and Burgess Road spoil heap concerns:

- Developers are actively reducing the spoil heap.
- Provided that developers adhere to regulatory guidelines, there is limited action that can be enforced.
- Developers have the right to store soil and earth within the construction site as long as it is secure.

Outcome: Noted by Council.

Resolved: It was proposed by D. Fleck and seconded by J. Flaig to discuss a site visit to Station Field/Freddies Field areas of development at the next Planning Environment & Transport Committee Meeting.

Outcome: All in favour, motion carried.

14.3 Market Square Lighting Project

Update: Awaiting revised date for feeder pillar connection works. Work is likely to take place at the end of January due to the Christmas lights during December.

15 Spinney Wood

A six-month update report (April – September) from the White Cliffs Countryside Partnership has been received and circulated to Councillors. The report is available on the Parish Council website for members of public.

16 Allotments

- Work is anticipated to begin before Christmas.
- Residents on the waiting list have been notified by Aylesham Parish Council.
- Dover District Council's legal team is still drafting the lease for the allotment land.
- Target completion for the allotments is by the end of Q1 2025.

Outcome: Noted by Council.

17 Car Park Dorman Avenue North (Parish Council Freehold)

Full report detailing the background of the carpark is part of the agenda pack. Aylesham Parish Council has been exploring options to address issues related to the car park at Dorman Avenue North. We are freeholders to a portion of the car park (nearest the Co-Op building,) with the Co-Op owning the freehold to the other portion (nearest St Peter's Church.) Recent concerns have included unauthorised large vehicle access and the severely deteriorating condition of the car park surface. We have spent a significant amount of time trying to come to an agreement with the Co-Op to explore options to refurbish the carpark as a joint project, but the Co-Op are not willing to do so. Therefore, the Parish Council have proceeded with obtaining quotes to maintain their freehold side.

Resolved: It was proposed by J. Flaig and seconded by S. Vizer to proceed with the quote from Ovenden Allworks Ltd for car park resurfacing, kerb installation, painting of arrows and offer of free infill of holes on unbound side of the carpark. Total Cost: £13,495.51 plus VAT.

Outcome: All in favour, motion carried.

The following Quotes were presented for the installation of a height barrier:

Company One:

- To install a 2.1 opening height barrier

Total Cost £4,680 plus VAT

Company two:

- To supply & install a Height Restrictor Swing Opening Single Leaf Barrier (6m wide) at approx. 2.5m high, this will include a 2.5m high nudge bar (max height signage).
- We have allowed for a Galvanised & Powder Coated Barrier.
- The barrier will be concreted in 760mm below ground.
- To make good with tarmac around the posts.
- Any materials excavated to be removed from site.
- To clear site of all waste materials & leave site clean & tidy
- To Install a Latch back Post

Total cost: £4,570.00 plus VAT

Company Three:

- **Height Barrier Installation:** A 6m-wide and 2.1m-high barrier will be installed at the car park entrance, with a swing latch post and a maximum height warning sign. This barrier will help prevent unauthorized access by larger vehicles, reducing wear and tear

Total Cost: £4,500.00 plus VAT

Resolved: It was proposed by D. Fleck and seconded by G. Armstrong to proceed with the quote from Company Three, Ovenden Allworks Ltd for the installation of a height barrier.

Total Cost: £4,500.00 plus VAT.

Outcome: All in favour, motion carried.

Resolved: It was proposed by S. Vizer and seconded by G. Armstrong to authorise the provision of a key to the Aylesham Co-Op store for the height barrier to ensure compliance with their right of way.

Outcome: All in favour, motion carried.

In addition to the above, a quote was sought to tidy and clear the overgrowth on the Parish Council's freehold.

Resolved: It was proposed by G. Armstrong and seconded by S. Vizer to approve the quote for the following works with Envisage Groundcare Ltd:

- Remove weeds around bollards
- Cut back vegetation along freehold boundary
- Remove saplings
- Apply herbicide for finishing
- Clear and dispose of waste, leaving the site tidy

Total cost: £205.00 plus VAT

Outcome: All in favour, motion carried.

Resolved: It was proposed by L. Prescott and seconded by G. Armstrong to contact Southern Housing to enquire about ownership of the overgrown land at the rear of the car park, and who is responsible for maintenance.

Outcome: All in favour, motion carried.

D. Fleck left the meeting at 21:18.

L. Prescott temporarily left the meeting 21:19

18 Aylesham House

18.1 Building repairs

Council noted the following updates:

- The replacement central heating system has been installed. Five radiators are still to be hung once the work to the walls are completed.
- The replacement windows have been ordered and will take another two/three weeks to be delivered then installed.
- Works to the internal walls are at present expected to be completed by mid-late December, this should also include the window replacement. These timescales do not allow for any delays that may arise, replacement flooring and any other remedial work that is required.

Additionally, as per the Additional Agenda item pack's supporting report, the latest Fire Risk Assessment completed on 7th March 2024, states that: "it is strongly recommended that the current fire alarm system (a Part 6 system) be replaced with a minimum Category L2 system, as per the requirements of the British Standard BS 5839-1. This recommendation is categorized as a "Moderate Risk," with a medium priority level on the action plan. According to the assessment, action to address moderate risks should be taken within three months to either rectify the issue or reduce its severity until the defect can be fully addressed."

Compliance with the fire risk assessment recommendation is essential, given that this building serves as a public facility and employs staff members. Ensuring an effective fire detection system that meets the BS 5839-1 standard is crucial for the safety and well-being of both the building occupants and visitors. An L2 category system, designed for buildings where there is a moderate to high fire risk, will provide early detection and warning, particularly in escape routes and high-risk areas.

We have therefore obtained a quote from Fire Security Services LTD for the necessary work, which includes:

- **Design and Supply of Fire Detection Equipment**
- **Second Fix Installations**
- **Commissioning of the New Fire Alarm System**

Quotation:

Part #	Item	Quantity
DES 1	Fire Alarm Design	1.00
Sub-Total ex VAT		£50.00

Part #	Item	Quantity
F AE1	Minimum Engineer Rate	1.50
CEFA	Minimum Commissioning Rate	0.50
QDOS	Zone Layout / Diagram (up to 5 zones) A4	1.00
714-001-116	"DXc1 Single loop panel 230Vac, 2 sounder circuits, 40 Zonal indicators and key switch access control. Supports System Sensor protocol. 260 x 390 x 147mm (H x W x D)"	1.00
NP7-12	Yuasa 12V 7Ah Industrial VRLA Battery	2.00
22051E-26-B	System Sensor Addressable Optical Smoke Detector with Base	9.00
52051E-26-B	System Sensor Addressable 58°C Fixed Heat Detector with Base	2.00
MCP5A-RP02FF-01-B	System Sensor Addressable Manual Call Point with Back Box	5.00
CLP106	KAC PS200 MCP Hinged Cover	6.00
BSO-PP-I00-B	System Sensor Addressable Base Sounder, Isolator	6.00
OM1	O & M Manual	1.00
Sub-Total ex VAT		£2,449.16

Total for works: £2499.16 plus VAT

Resolved: It was proposed by G. Armstrong and seconded by D. Miller to proceed with the installation of the Fire Alarm System as per the quotation received from Fire Security Services Ltd in the sum of £2,499.16 plus VAT.

Outcome: All in favour, motion carried.

18.2 Title Deeds Covenants - Confidential to be held 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 for agenda items 18.2 and 18.3, it was proposed by K. Sutcliffe and seconded by S. Vizer to move to a closed session.

Outcome: 7 votes in favour, motion carried.

Meeting entered closed session 21:22

L. Prescott returned to the meeting: 21:22

Resolved: It was proposed by S. Vizer and seconded by G. Armstrong to approach Dover District Council in the first instance regarding the removal of covenants on the Title Deeds to Aylesham House.

Outcome: 6 votes in favour, 1 abstain. Motion carried.

18.3 Aylesham Heritage Centre Confidential to be held under the Public Bodies (admission to meetings) Act 1960

Exclusion of the public under the Public Bodies (admission to meetings) Act 1960

Resolved: It was proposed by G. Armstrong and seconded by S. Vizor for the term of the Licence for Aylesham Heritage to be until 2030.

Outcome: 7 in favour, 1 abstain. Motion carried.

Resolved: It was proposed by J. Flaig and seconded by G. Armstrong for no rent to be charged to Aylesham Heritage Centre until 2030.

Outcome: 7 in favour, 1 abstain. Motion carried.

Resolved: It was proposed by J. Flaig and seconded by S. Vizor Aylesham Heritage Centre to have access to the communal kitchen (downstairs).

Outcome: All in favour, motion carried.

Closed session ended 21:37

19 Date of Next Meeting

Tuesday 10th January 2025.

Meeting Closed 21:38

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

Signed.....(Chair)

Date.....

Aylesham Parish Council Meeting January 2025

November 2024 Full Council Appendices

Appendix A

Kent County Councillor S. Manion

The Leader of Kent County Council, Roger Gough, has set out how he and the authority plan to use £1m of the authority's Household Support fund to help some of the county's most vulnerable people through the next few months.

The government has announced that it will cut winter fuel payments to around 10 million pensioners in the UK, with only those eligible for Pension Credit continuing to get support with winter fuel costs.

With many pensioners in Kent set to miss out on this year's winter fuel payment, KCC will be using money from the Household Support Fund, issued by the Department of Work and Pensions, to provide targeted support to older people who are struggling financially, but who just miss out on qualifying to receive pension credit and the fuel allowance.

For more information on how to check if you or someone you know can apply for Pension Credit you can check eligibility by visiting [Pension Credit calculator - GOV.UK \(www.gov.uk\)](https://www.gov.uk/pension-credit-calculator)

Kent's [Money Advice Hubs](#), located across the county, are on hand to offer support and advice on Pension Credit eligibility and applications. The service can be accessed Monday to Friday, between 9 am to 5 pm.

You can find more information and a link to the application process on the Kent County Council website by visiting www.kent.gov.uk/pensioncredit

Details of KCC's extra support for pensioners who will miss out on the fuel allowance this year will be announced soon on the [Kent Together](#) pages of our website.

Kent and Medway health leaders are urging eligible residents to take up the offer of flu and COVID-19 vaccinations free from the NHS ahead of winter.

Residents receiving invites to get protected are most at risk from either respiratory illness and include:

- over 65s
- care home residents
- pregnant women
- those with certain underlying health conditions
- frontline health and care staff

Hundreds of sites across Kent and Medway will be offering the seasonal vaccines to make it as easy and convenient as possible for people to boost their protection.

And if you are eligible, you don't need to wait for your NHS invite to book your flu or COVID-19 vaccinations [online](#), via the NHS App or by calling 119 for free."

Appointments for both vaccinations will be widely available up to 20 December.

Appendix B

Dover District Councillor C. Woodgate

- Excellent Remembrance Service, with a good turnout.
- Cllr Woodgate picked up on feedback regarding the desire for a secondary school in the parish. The Kent County Council data at the moment shows there is not enough children in the village to warrant building a school.
- Cllrs asked Cllr Woodgate if the household support fund has reached Dover District Council yet, and how will it be allocated? C. Woodgate will speak with MP Mike Tapp.
- Cllrs noted the disparity between the number of houses mentioned in the Local plan and the number in the proposed 'Aylesham South' plans. C. Woodgate said he will speak with the planning department.