



AYLESHAM PARISH COUNCIL

Minutes of the **Full Council** meeting held on **9th July 2024**
at Aylesham Community Trust

SUBJECT TO CONFIRMATION AT THE NEXT MEETING

1. Those Present

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

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

District Cllr Pout; County Cllr Manion; PC Bowler.

One member of public was present virtually.

2. Apologies for Absence

Cllr Miller – personal reasons; Cllr Vizer – work commitments.

District Cllr Mamjan.

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

S. Bott- Chair of Aylesham Community Trust

J. Flaig- Trustee of Aylesham Community Trust

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

4. Public Participation Period

None.

5. External Reports (Updates)

5.1 County Councillor

See Appendix A

Cllr Manion left meeting 19.06

5.2 District Councillor

See Appendix B.

5.3 Dover District Council Community Development Officer

No report received.

5.4 Kent Police

Monthly update report received, this was circulated to Councillors prior to the meeting and is also available on our website. In addition, please see **Appendix C**; PC Bowler was in attendance and gave further updates.

19:20 Cllr Pout and PC Bowler left the meeting.

Parish Council Meeting Resumed

6. Minutes of previous meeting: June 2024

Extraordinary Meeting 4th June 2024

Resolved: It was proposed by K. Sutcliffe and seconded by J. Flaig that the minutes of the extraordinary meeting held on 4th June 2024 are a TRUE and ACCURATE record.

Outcome: All in favour, motion carried.

Scheduled Full Council Meeting 11th June 2024

Resolved: It was proposed by D. Fleck and seconded by K. Sutcliffe that the minutes for the meeting held on the 11th June 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)

June Full Council

Item 8.1: The bus stop on Boulevard Courrieres has been repaired.

Item 8.2: Vehicles driving the wrong way around Market Place, Kent Police have made Dover District Council aware for the purpose of the CCTV cameras.

Item 8.3: Bell Grove property has been cleared.

8. Chief Executive Officer Report

8.1 Residents reported water leak on Ackholt Road near to the Station car park, where water was seen pouring significantly from the grass bank into the car park.

Actioned: Reported to both Affinity Water and Southern Water. Southern Water sent an operative and referred it to Affinity Water, who logged it to a private property. Officers' have queried whether it is Kent County Council's land, and subsequently reported it to Kent County Council as an emergency however they allowed up to 28 days for the matter to be looked into so this was then escalated to County Councillor Manion to hopefully get the matter resolved urgently.

Outcome: Noted by Council. Officers to investigate further.

8.2 Station car park - some/most of the lighting is not working within the car park, as reported by a number of residents.

Actioned: Reported to Dover District Council via their website. Chief Executive Officer has since escalated the matter to District Councillor Pout.

Outcome: Noted by Council.

8.3 Resident requested Tommy silhouettes for Remembrance Day to be situated at the entrance to Dorman Avenue North (junction with Adisham Road) and Dorman Avenue South (junction with Spinney Lane).

To action: Officers will look into this further and bring this item back to Full Council with a detailed report/costings/permissions required at the next meeting, which will include Market Square, Colliers Way/Boulevard Courrieres.

8.4 Resident concerns that the car park on Cornwallis Avenue to the rear of bungalow properties on Dorman Avenue North has been reported as being used by plant machines for the roadworks on Cornwallis Avenue. Large vehicles are entering and exiting the car park multiple times a day; residents are concerned that there are no warning signs for these vehicles to let pedestrians know that they will be crossing the footpath.

Actioned: Reported to Dover District Council Property Services, and contacted the resident again to see if there is still an issue, but no response from either to date.

Outcome: Noted by Council.

9. Section 101 Delegated Authority

There were three items this month:

- **Outline:** A quote was received to repair all four broken panels on the bus shelter on Boulevard Courrieres totalling £711.40 plus VAT from GW Shelter Solutions.
Councillor responses: 5 out of 9 Councillors responded: 4 in favour of the expenditure, 1 against.
Outcome: The repair quote from GW Shelter Solutions was actioned.
- **Outline:** For Aylesham Parish Council to send a Representative to attend and speak at the Dover District Council July Planning Committee Meeting on Thursday 11th July 2024 regarding Reserved Matters application 23/00951.
Councillor responses: 6 out of 9 councillors responded in favour.
Outcome: Councillor Fleck represent Aylesham Parish Council at the DDC July Planning Committee meeting.

- **Outline:** For Aylesham Parish Council to submit the comments as per the Planning Committee recommendations for Reserved Matters application 23/00951 to Dover District Council.
- Councillor responses:** 4 out of 9 Councillors responded in favour.
- Outcome:** Comments for Reserved Matters application 23/00951 were submitted to Dover District Council.

10. Personnel

No items.

11. Finance

11.1 July 2024 Payment Schedule

Payee	Expenditure	Invoice No.	Net	VAT	Total
CEO/RFO	July 2024 Expenses HP Instant Ink	July 2024	£49.46	N/A	£49.46
Caretaker	Park Inspections Mileage June (4wks) 4.3 miles p/w at 0.45p p/m	N/A	£7.74	N/A	£7.74
Deputy Officer	Expenses HP Instant Ink Rosettes for Garden Competition	June 2024	£37.50	N/A	£37.50
Assistant Officer	Various Expenses Mileage to Snowdown (site visits), Park Inspections Cover Mileage: Total of 10.1 miles at 0.45p per mile £5.99 for Zip ties	June Expenses Form	£12.78	N/A	£12.78
HMRC	PAYE & NI M/E 5 th July 204	2503	£1,941.83	N/A	£1,941.83
Expenditure that has been paid since the last Full Council Meeting as per Financial Regulation 5.5					
One Call Electrical	Emergency Light Testing & Disconnect/make safe supply feeding emergency light	11888	£230.00	£46.00	£276.00
GW Shelter Solutions Ltd	Supply & Install parts to repair damaged bus shelter (Boulevard Courrieres)	SI-1455	£711.40	£142.28	£853.68
Brady Corp Limited Re Seton	Fire Safety Log Book & Document Holder	9303767837	£29.79	£5.96	£35.75

KALC	Mastering Planning Application Responses Training	9771843279	£50.00	£10.00	£60.00
KALC	Advanced Planning Biodiversity Net Gain Training	9771664349	£50.00	£10.00	£60.00
DM Payroll Services Ltd	Payroll 2024/2025	3431	£240.00	N/A	£240.00
Christopher Cooney	Window Cleaning Bi-Monthly	222	£40.00	N/A	£40.00

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

Outcome: All in favour, motion carried.

12. Committees

12.1 Planning, Environment & Transport Aylesham South Update/Neighbourhood Area Designation

Report was circulated ahead of the meeting and is available on the website.

As part of the process for applying for grants from Locality, it was recommended by Planning Consultant Alison Eardley for Aylesham Parish Council to apply to become a designated Neighbourhood Area. There are no changes required to the parish boundary, and the application will be submitted based on the parish area as it is now.

Resolved: It was proposed by J. Flaig and seconded by G. Armstrong to approve the submitted report.

Outcome: All in favour, motion carried.

Resolved: It was proposed by G. Armstrong and seconded by J. Flaig to submit the drafted letter to Dover District Council to request to become a designated Neighbourhood Area, with the current parish boundary.

Outcome: All in favour, motion carried.

12.2 Planning Environment & Transport Planning Application:

Dover District Council Planning Reference: 23/00951

Outline: Approval of reserved matters relating to layout, scale, appearance, access and landscaping for 39 residential dwellings on phase 3 parcel 1, together with details for conditions 2,20,21,22,24,25,32,35,37,38,39,42 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.

Refer to Agenda item 9: Submitted to Dover District Council using s101 Delegated Authority.

Resolved: It was proposed by D. Fleck and seconded by K. Sutcliffe to submit an additional response to include concerns regarding the widening of Ratling Road.

Outcome: All in favour, motion carried.

Resolved: It was proposed by D. Fleck and seconded by J. Flaig that the additional response also includes Aylesham Parish Council's concern that the nature reserve is a receptor site for species from the new development, and this is not mentioned in either Ecological Report.

Outcome: All in favour, motion carried.

13. Aylesham House

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 Aylesham House, it was proposed by K. Sutcliffe and seconded by D. Fleck to move to a closed session.

Outcome: All in favour, motion carried.

The meeting entered a closed session at 19:02. Member of public placed in remote waiting room.

Resolved: It was proposed by J. Flaig and seconded by D. Fleck to proceed with contractor one CC Kent Limited for the roof works at Aylesham House that comprise of the following:
Lower Roof including skips: £7,150.00 plus VAT.

Main Roof including scaffolding and skips: £19,842.00 plus VAT.

Outcome: 4 votes in favour, 2 against. Motion carried.

Resolved: It was proposed by D. Fleck and seconded by J. Flaig to proceed with the removal of the internal varnished wooden cladding, in the hallway, up the stairs and in the meeting room; as per the Fire Risk Assessment by CC Kent Limited:

£3,680 plus VAT.

Outcome: 4 votes in favour, 2 against. Motion carried.

Resolved: It was proposed by K. Sutcliffe and seconded by D. Fleck to proceed with the quote from CC Kent Limited as per the Full Survey for the downstairs kitchen floor:

To remove existing kitchen units, disconnect water to the sink and take sink away.

To replace sub floor and floorboard.

To remove the floorboards and cut the sub floor timber out and replace with new 8x2 joists and then relay the floorboards that are in good condition and replace the rotten ones.

All rubbish to be taken away.

£2,780 plus VAT.

Outcome: 4 votes in favour, 2 against. Motion carried.

20:18 S. Bott and J. Flaig temporarily left the meeting room due to their associated interests.

Resolved: To politely decline the offer of rentable office space at Aylesham Community Trust, Officers to move back into Aylesham House once the appropriate renovations that allow this are complete. Proposed by D. Fleck, seconded G. Armstrong.

Outcome: All in favour, motion carried.

Resolved: It was proposed by G. Armstrong and seconded by D. Fleck, for Aylesham Parish Council to become permanent regular hirers of the main hall at Aylesham Community Trust, on Tuesday evening's at a cost of around £280 per month until 31st March 2025.

Outcome: All in favour, motion carried.

20:39 Remote Member of the public, S. Bott and J. Flaig returned to the meeting.

14. Aylesham Development Matters

14.1 Dover District Council Project Officer Update

"20/00365 - Native Woodland planning application – the Development Partners need to establish whether a passing place is a non-negotiable requirement from KCC as this was not something that was in the original design, nor something the Development Partners have budgeted for. There are also some outstanding ecology surveys, and visibility splays need to be revisited. Dover District Council are also in discussions with the developers to align the connectivity points within this piece of land with an adjacent piece of land in Ratling Road which has a pending planning application for residential dwellings.

24/00466 - Solar light columns – the Case Officer contacted the Project Officer to ask for some more information which was provided on 12 June. However, the Case Officer for this application has stopped working for Dover District Council suddenly due to illness. The Project Officer has shared the information with the Planning Officer now overseeing the application. The information included feedback from residents obtained by Dover District Council last year.

CON/15/00068/DDDD - Allotments – the estimated start time for works is September 2024 with completion expected January 2025 (please note dates are dependent on procurement of contractors and weather and subject to change). Dover District Council will prepare lease for Aylesham Parish Council in due course.

Milner Park/Hill Crescent play equipment and landscaping – a start date for these works has not yet been confirmed. The Project Officer has asked the developers to provide a

delivery plan to show installation stages, timings, and areas to be closed and maintained. Dover District Council will update residents once the developers have shared the delivery plan.

School Square compound – works scheduled to start in August with an estimated duration of 8 weeks. Permits/temporarily traffic management will be required so we are unable to move the start time forward. It has not been possible to move this compound to Freddie's Field. Once works finished the compound will be removed - end of October (dates subject to change).

Delivery traffic using Burgess Road – two signs (as attached) will be installed at the entrance of Burgess Road (by Ratling Road) to deter delivery traffic using Burgess Road to access the site."

Outcome: Noted by Council.



14.2 To raise or discuss any new or existing development issues

Report was circulated to Councillors prior to the meeting and is available on the website.

Resolved: It was proposed by D. Fleck and seconded by K. Sutcliffe to request a site visit to see how the development is progressing.

Outcome: All in favour, motion carried.

14.3 Market Square Lighting Project

Aylesham Carnival date has now been received; therefore, an appropriate timeframe for dates for work to commence has now submitted to UKPN.

15. Highways

15.1 Highways Improvement Plan

Update report circulated to Councillors and is available on the website (agenda pack 2).

15.2 Aylesham Road/Holt Street Flooding

No formal feedback on any further flooding. Councillors have not noted any flooding with the recent weather but will monitor.

15.3 Dorman Avenue South Street Lighting

Officers are due to meet with Kent County Council on site next week to discuss further and establish costings.

16. Spinney Wood

No updates.

17. Allotments

Report was circulated to councillors ahead of the meeting and is available on the website.

Resolved: It was proposed by K. Sutcliffe and seconded by G. Armstrong to instruct the Parish Council's Solicitor, Kate Jackson of Surrey Hill Solicitors to act on Aylesham Parish Council's behalf regarding the allotment lease with Dover District Council.

Outcome: All in favour, motion carried.

Correspondence was received from a resident of Cornwallis Avenue, whose property backs on to the allotment site, asking if the rear access to the property is going to be restricted once the allotments are in place. Dover District Council confirmed that there will be a pedestrian walkway remaining- for access to these properties.

Outcome: Officers to ask Dover District Council who will be responsible for the walkway and access.

18. Car Park Dorman Avenue North

Officers are still investigating EV Charging options. The Co-Op have responded that a collaboration project to refurbish the car park with Aylesham Parish Council this financial year is not at the top of their priorities and therefore they are not proceeding.

19. Next Meeting Date:

Tuesday 13th August 2024.

20:59 Meeting Closed.

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

Signed.....(Chair)

Date.....

Aylesham Parish Council meeting August 2024

Appendix A

Kent County Councillor S. Manion

- Aylesham Road water leak is still being investigated. There is some discrepancy over who the pipes belong to. It is not Affinity water and not Kent County Council
- Fostering- There are 11,000 children needing foster homes, so Kent County Council have joined with other Local Authorities for an urgent recruitment of foster carers.
- The budget consultation is underway.
- The water leak on Ackholt road has been escalated.

Appendix B

Dover District Councillor J. Pout

- Has been working with Aylesham & Snowdown Social Welfare Scheme regarding the s106 money due to be spent on a new sports hall. The plans will be available for physical viewing on 13th July 14th July and 19th July, as well as online. They hope to submit it into planning by the end of the year.
- Reserved Matters application 23/00951: took this to the Head of Planning to discuss concerns as he 'called-in' the application to be heard by Dover District Council Planning Committee. He has also spoken to the Chair of the DDC Planning Committee about his major concerns, as he unfortunately cannot attend the meeting in person due to prior engagements. Noted that there is a missed PROW to the north of the development and the right-angle bend is arguably dangerous as encourages crossing at an unsafe place.
- The lighting at the station that is not working at the moment has been reported to the Dover District Council Asset Team, he will report back an update.
- Additional signage has been installed to deter lorries from, using unsuitable roads to access the new development.

Appendix C

Kent Police Constable Bowler

- Thanked the council for the invitations to the meetings, and apologised for not being present prior to this meeting, but work commitments didn't align before now.
- There have been several incidents of shoplifting at the Co-Op
- Motor vehicle thefts are still being investigated.
- Have been patrolling on foot.
- Visited Aylesham Primary School today to speak to the pupils about appropriate behaviour when travelling to and from school.
- Also monitored traffic at school collection time to monitor parking, and issue fines for parking on the zig-zag lines.

End of Appendices