



AYLESHAM PARISH COUNCIL

Minutes of the Full Council meeting held on 14th January 2025 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. Vizor; G. Armstrong; D. Airey.

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

District Cllr J. Pout; County Cllr S. Manion and one member of the public were also present.

2. Apologies for Absence

None.

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.

19:01 - Meeting was suspended for up to 15 minutes to allow discussion with Members of the Public present at the meeting.

4. Public Participation Period

None.

5. External Reports (updates)

5.1 County Councillor

See Appendix A.

19:14 County Councillor Manion left the meeting.

5.2 District Councillor

See Appendix B.

5.3 Kent Police

Report received and circulated in advance of the meeting and is available on the Parish Council website.

5.4 Dover District Council Community Development Officer

See Appendix C

Resolved: it was proposed by J. Flaig and seconded by K. Sutcliffe to continue to invite the Community Development Officer to parish council meetings, to provide an opportunity to understand the role and what can be expected for Aylesham.

Outcome: All in favour, motion carried.

19:33- Parish Council Meeting Resumed.

6. Minutes of Previous Meeting:

November 2024

Resolved: It was proposed by D. Airey and seconded by D. Fleck to amend minute 19 ~~20~~ to reflect the correct date of the next meeting as 14th January 2025.

Outcome: all in favour, motion carried.

Resolved: It was proposed by D. Airey and seconded by S. Vizer that with the noted amendment, the minutes from the meeting held on 12th November 2024 are a TRUE and ACCURATE record.

Outcome: All in favour. Motion carried.

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

7.1 November 2024 Full Council Meeting Agenda Item 8.3 Southern Housing Group:

Correspondence continued between the Housing Officer and Chief Executive Officer in order to form a relationship and communication channel.

The Housing Officer was invited to attend a future meeting with Council in order for them to have a better understanding of their role – awaiting a response to this request.

Southern Housing Group Church View Car Park – the poor state of the car park was reported to their Customer Service Centre.

8. Chief Executive Officer Report

Agenda Item 8: Chief Executive Officer Report

8.1 Aylesham Parish Council website address domain has been changed by Hugo Fox to include “gov.uk”. Council requested ayleshampc.gov.uk however this was unavailable and instead the Parish Council was only offered: www.ayleshamparishcouncil.gov.uk This was accepted by the Chief Executive Officer. All email addresses will now be changed to reflect the domain change and will therefore end with @ayleshamparishcouncil.gov.uk. A further update to Council will be given as soon as this is completed.

Outcome: noted by council.

8.2 Email received querying when the next parish council meeting is. The resident is keen to speak on their disappointment that Axis Land Partnerships Ltd held the second event on 17th December 2024, as they felt it was too close to Christmas and allowed only until the 5th January 2025 for responses. The resident felt that people are very busy during the holidays and would have had little time to respond, which the resident felt was deliberate.

Actioned: Advised resident of dates of both Full Council and Planning, Environment & Transport Committee meetings. Resident to attend to speak at one or even both meetings to ask if Axis Land Partnerships Ltd can re-open the online questionnaire to allow for more residents to respond.

Outcome Noted by council.

8.3 Introduction Meeting with newly appointed Dover District Council Principal Open Spaces Officer Grace Dennis on 18th November 2024. File notes are available as part of the agenda pack, on the parish council website.

Councillors and Officers are invited to a meeting with Grace Dennis on Thursday 23rd January 2025 09.30am-10.30am at Dover District Council Offices, or an alternative venue within Aylesham if preferred.

Resolved: It was proposed by K. Sutcliffe and seconded by S. Vizer to accept the invitation to meet but to request the meeting be held in Aylesham.

Outcome: All in favour, motion carried.

8.4 Former Youth and Leisure Centre Site, Ackholt Road. Aylesham.

Kent County Council has given notice of their intention to make a disposal of open space land at the former Youth and Leisure Centre site, Ackholt Road, Aylesham. The full notice and details for how objections can be made are available from the consultation webpage: Former Youth and Leisure Centre Site, Ackholt Road | Let's talk Kent

Responses must be received by the 13 February. Chief Executive Officer was only notified because she had signed up to email alerts for Kent County Council consultations.

Council noted that it was disappointing not to have been formally notified of this consultation.

Resolved: It was proposed by K. Sutcliffe and seconded by S. Vizer to defer this item to the January Planning Environment & Transport Committee.

Outcome: All in favour, motion carried.

8.5 Councillor Tablets

Following the November meeting, officers have explored pricing for online cloud storage, details of which are available as part of the agenda pack on the parish council website.

Recommendation to council: After careful consideration, Officers would recommend to council that the cloud storage is not required at this time. Regular deletion of emails helps comply with data protection regulations (e.g., GDPR). Keeping unnecessary emails increases the risk of holding outdated or irrelevant personal data, which could lead to non-compliance. Documents that require long-term retention, such as agendas, minutes, and supporting reports, are already publicly accessible via the council's website. Publishing these materials as agenda packs ensures transparency and allows both councillors and the public to access them when needed. Councillors are not expected to store these documents privately since they are available for reference on the council's digital platforms.

Resolved: It was proposed by S. Vizer and seconded by D. Miller not to opt for cloud storage options and assess the requirements at a later date.

Outcome: All in favour, motion carried.

Resolved: It was proposed by S. Vizer and seconded by G. Armstrong for officers to look into options for an auto deletion system for emails.

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

As per the agenda pack, Council discussed purchasing tablets for councillors as they would present viable solutions for moving toward more of a paperless practice. Moving to digital devices for council work not only supports operational efficiency but also aligns with sustainability goals, promoting both economic and environmental benefits.

A quote has been obtained from Lenovo UK Ltd for:

Lenovo Tab M11:

Cost per tablet- £125.00 (plus VAT)

Cost per case- £25.00 (plus vat)

Resolved: It was proposed by G. Armstrong and seconded by S. Vizer to obtain tablets for those councillors that require one.

Outcome: 8 votes in favour, 1 abstained, motion carried.

Officers will liaise with councillors to find out how many councillors require a device.

8.6 Correspondence from Staple Parish Council

Staple Parish Council had made a formal complaint to The Local Government and Social Care Ombudsman regarding Planning and Enforcement failures at Dover District Council. A copy of their complaint has been sent to Aylesham Parish Council and all other Parish/Town Councils within the District. The letter has been circulated to councillors and all other. Staple Parish council believe that investigation is necessary to address the following key issues:

- Lack of Follow-Through on Enforcement Notices
- Encouragement of Non-Compliance
- Impact on Community and Environment

Outcome: Noted by council.

9. S101 Delegated Authority

9.1 Outline: For full council to approve submission Planning Response as recommended by the Planning, Environment & Transport Committee, regarding Reserved Matters Application 23/00951 **Proposal:** 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, 21, 22, 24, 25, 35, 37, 38, 39 and 42 pursuant to outline planning permission 19/00821 **Location:** Phase 3 Parcel 1 Land For Aylesham Village Expansion North Of Dorman Avenue North Aylesham

Councillor Responses: 8 out of 9 councillors responded. All 8 were in favour of submitting the response as per the committee recommendation.

Outcome: The response was therefore submitted via email.

9.2 Outline: For Councillor Fleck to represent Aylesham Parish Council at the Dover District Council Planning Committee Meeting that is being held on Thursday 19th December 2024 regarding Reserved Matters **Application** 23/00951. **Proposal:** 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, 21, 22, 24, 25, 35, 37, 38, 39 and 42 pursuant to outline planning permission 19/00821 **Location:** Phase 3 Parcel 1 Land For Aylesham Village Expansion North Of Dorman Avenue North Aylesham

Councillor Responses: 7 out of 9 councillors responded, with all 7 in favour of Cllr Fleck attending.

Outcome Councillor Fleck attended to represent Aylesham Parish Council.

10. Personnel Matters

None

11. Finance

11.1 January 2025 Payment Schedule

Payee	Expenditure	Invoice No.	Net	VAT	Total
Ovenden Allworks Ltd	Car Park Tarmac and Height Barrier	3491	£17,995.51	£3,599.10	£21,594.61
One Call Electrical Services Ltd	Interim Payment for works completed (Emergency Lighting)	12287	£500.00	£100.00	£600.00
One Call Electrical Services Ltd	Interim Payment Request for works completed to date (Electrical power connections/new lighting and Fire alarm wiring)	12288	£2,350.00	£470.00	£2,820.00
Surrey Hills Solicitors	General Legal Advice	11142	£348.00	£69.60	£417.60
Expenditure that has been paid since the last Full Council Meeting as per Financial Regulation 5.5					
Surrey Hills Solicitors	Legal advice	10954	£500 Plus £12.00 disbursements	£100.00 No VAT charged on disbursements	£612.00
Jade Hadlow T/A Kentish Graze	Event Catering Chair's Allowance	TKG-00264	£229.49	N/A	£229.49
Hugh Harris T/A Fresh Air Fitness	Snowdown Recreational Field Gym Equipment Final Invoice	24894	£9,434.13	£1,886.83	£11,320.94
Doctor Driveway Ltd	Christmas Tree Area (Market Square) Works Deposit	Ayles 01	£932.00	£186.40	£1,118.40
EJ Clough	Christmas Tree and Installation	1991	£470.00	£94.00	£564.00
Aylesham & Community Workshop Trust (ACT)	October & November 2024 Meetings – Hire of Hall and Community HQ	INV-6055	£670.00	£134.00	£804.00
Assistant Officer	November Expenses Mileage to cover park inspections	Expenses Form	£16.80	N/A	£16.80

Deputy Officer	November Expenses HP Instant Ink (Sept, Oct, Nov) & Mileage to meet A4A for shed access	Expenses Form	£74.66	N/A	£74.66
Chief Executive Officer	November Expenses HP Instant Ink & Christmas Event (chair allowance expenditure)	Expenses Form	£58.54	N/A	£58.54
Christopher Cooney	Window Cleaning Aylesham House		£40.00	N/A	£40.00
HMRC	PAYE & NI M/E 5 December	2508	£2,493.44	N/A	£2,493.44
CC Kent Ltd	Payment to Install Windows Aylesham House (remaining balance of quotation received)	2305	£1,800	£360.00	£2,160.00
CC Kent Ltd	Interim Payment – Internal Works Aylesham House as per quotation	2306	£12,000.00	£2,400.00	£14,400.00

S. Bott and J. Flaig declared an interest as Chair and Trustee of Aylesham Community Trust, and therefore abstained from the vote.

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

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

20:07 District Councillor Pout left the meeting.

11.2 Budget 2025/2026

The Draft Budget was prepared by the Chief Executive Officer/Responsible Finance Officer, which was considered by the Finance, Audit & Personnel Committee at their October 2024 meeting. Full Council noted the Committee's Draft Budget recommendation at their November 2024 meeting.

A comprehensive report has been produced by the Chief Executive Officer/Responsible Finance Officer and is available on the website as part of the agenda pack.

At this meeting (January 2025), councillors amended the Ear Marked Reserves (planned projects) budget heading by removing the 20mph Scheme for the 2025/26 financial year, and for this to be considered for 2026/27, once Kent County Council confirm approval, costings and a community consultation has taken place.

Ear Marked Reserves (planned projects) for the 25/26 financial year will therefore be as follows:

- Neighbourhood Plan/Aylesham South: £10,000
- Highways Improvements (Dorman Avenue South Street Lighting): £25,000

Resolved: It was proposed by K. Sutcliffe and seconded by S. Vizer to approve the budget for 2025/2026 as proposed within the report, minus the 20mph speed reduction scheme for the Parish.

Outcome: 5 votes in favour, 3 against, 1 abstain. Motion carried.

11.3 Precept 2025/2026

The Chief Executive Officer/Responsible Finance Officer provided information to Councillors ahead of the meeting detailing information about what a Precept is, and how it is calculated. Council also had information demonstrating different percentage increases to discuss. A detailed explanation was sent via email as shown in the agenda pack, available on the website.

Resolved: It was proposed by D. Airey and seconded by S. Vizer to set the precept figure for 2025/26 as £251,385.57.

This rise equates to increases to households as follows:

Band	Annual	Monthly
A	£12.43	£1.04
B	£14.50	£1.21
C	£16.57	£1.38
D	£18.64	£1.55
E	£22.78	£1.90

The actual amount to be billed will be as follows:

Band	Current Year Annual Billed Amount 24/25	Annual Billed Amount 25/26 if 12% increase implemented	Current Year Monthly Billed Amount 24/25	Monthly Billed Amount if 12% increase implemented
A	£86.38	£96.75	£7.20	£8.06
B	£100.78	£112.87	£8.40	£9.41
C	£115.17	£129.00	£9.60	£10.75
D	£129.57	£145.12	£10.80	£12.09
E	£158.36	£177.37	£13.20	£14.78

Outcome: 6 votes in favour, 3 against. Motion carried.

The Chair and Chief Executive Officer signed the Precept Demand Form.

12 Legal 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 legal matters, it was proposed by D. Airey and seconded by S. Vizer to enter into a closed session.

Outcome: All in favour, motion carried.

Member of the public left the meeting at 20:35, closed session began.

12.1 Market Square, Attlee Avenue Play Park, Dover District Council Neighbourhood Park,

Resolved: It was proposed by G. Armstrong and seconded by D. Fleck to pay the £265.00 fee for a Licence to alter the lease for Market Square (Christmas Tree area & Lighting project); Attlee Avenue Play Park (Installation of new play equipment); Dover District Council Neighbourhood Park (Installation of a Heritage Information Sign).

Outcome: All in favour, motion carried.

12.2 Spinney Wood

Resolved: It was proposed by D. Fleck and seconded by S. Vizer to proceed with the following quote from Tree Leaf Services Ltd, sourced by White Cliffs Countryside Partnership who manage the wood on behalf of Aylesham Parish Council:

To remove three substantial-sized hornbeams, as well as multiple hazel and other trees, to create a clear space between the woodland and the fence line. Large sections of timber to be moved to a designated area within the woodland.

Cost: £2,000 + VAT.

Remove all trees overhanging the boundary and address any affected by ash dieback.

Include the removal of the fallen tree currently hanging over the fence.

Cost: £6,500 + VAT.

Total Cost: £8,500 + VAT.

Outcome: All in favour, motion carried.

Council to vire the additional funding in this instance General Powers of Competence (formally S137).

12.3 Grounds Maintenance Contract 2025-2027

The Grounds Maintenance tender pack was presented to councillors.

Resolved: it was proposed by S. Vizer and seconded by K. Sutcliffe to approve the tender pack for the Grounds Maintenance Contract 2025-2027.

Outcome: All in favour, motion carried.

12.4 Aylesham Heritage Centre (Aylesham House)

Resolved: It was proposed by G. Armstrong and seconded by D. Airey to defer this item to the February full council meeting.

Outcome: all in favour, motion carried.

12.5 Aylesham House Title Deeds Covenants

No resolutions made for this item.

K. Robinson left the meeting due to illness at 21:00

13 Committees

Planning Environment & Transport Committee

13.1 Parish Priorities

At the November Planning Environment & Transport Committee meeting. It was resolved to draft the Parish Priorities List using the information gathered from the Parish Priorities Survey conducted by the parish council. This was to then be presented at the next Full Council meeting for approval.

Resolved: Its was proposed by D. Airey and seconded by D. Fleck to accept the report as presented in the Parish Priorities list and to review in conjunction with the Highways Improvement Plan with the sub-committee to put meat to the bones of the list.

Outcome: All in favour, motion carried.

13.2 Aylesham Centenary Sub-Committee

The Sub-Committee held their first meeting on 7th January. Councillors on the Sub-Committee noted that it was well attended, and some great ideas were shared. The committee are due to meet again in early March 2025.

14 Representative Updates

14.1 Climate & Nature Forum

No updates.

15 Aylesham Development Matters

15.1 Dover District Council Project Officer Update

No updates – next meeting 28th January.

15.2 To Raise or Discuss any New or Existing Development Issues

None.

15.3 Market Square Lighting Project

Discussed under item 12.1.

16 Spinney Wood

Discussed under item 12.2

17 Allotments

No updates.

18 Aylesham House

18.1 Building repairs

It is estimated to be a further three weeks for current phase of internal works to be completed, ready for the second phase electrical work, and installation of the fire alarm system. The next steps after these works will be decorating and installation of flooring.

19 Car Park Dorman Avenue North (Council Freehold)

Resurfacing works on the council freehold land and the installation of a height barrier has been completed. The spoil heap left at the rear of the car park is being removed this week.

20 Date of Next Meeting

11th February 2025

Meeting Closed 21:19

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

Signed.....(Chair)

Date.....

Aylesham Parish Council Meeting February 2025

January 2025 Full Council Appendices

Appendix A

Kent County Councillor S. Manion

- Kent County Council is actively pursuing devolution as part of the UK Government's Devolution Priority Programme.
- Together with Medway Council, Kent has requested inclusion in this program, which would establish a Mayoral Combined Authority to handle strategic issues like transport, housing, and economic growth.
- It is likely that Dover will form part of East Kent Unitary Authority, with an elected Mayor.
- This initiative stems from the English Devolution White Paper published in December 2024, which encourages local areas to reshape governance and public services.
- Cllr Manion will provide further updates when received.

Appendix B

Dover District Councillor J. Pout

- At the February cabinet meeting, a paper was set up to form a Bus Focus Group, which will meet every 6 months or so, and aims to hold bus companies available.
- Continue to engage with Axis.
- Attended a community litter pick around the village, organised by a resident.
- Cllr Pout continues to challenge the School Square compound and will take it further if required.

Appendix C

Dover District Council Community Development Officer

Aylesham Welfare Leisure Centre update

We are excited to provide an update on the progress of the new facilities to the leisure centre. A quantity surveyor has been recruited onto the project team and will be supporting the project into its next steps. Whilst some funding has been obtained already, DDC are supporting the Aylesham Welfare Trust with obtaining funding from other sources to meet the necessary funds. The new development will look to include a sports hall, nursery facility, soft play, dance studio and more. This is based on feedback gained from residents.

Land to the South of Aylesham

Axis Land Partnerships is currently bringing forward plans for the Land to the South of Aylesham, a key housing site identified in Dover District Council's Local Plan. Axis have been working closely with the local community on several engagement events. Following an initial round of public consultation in September, which focused on the vision and themes for the site, a further public engagement event is to be held on 17th December to showcase the updated proposals.

Safe Spaces

Dover District Council have partnered with Kent & Medway Violence Reduction Unit and Kent Police to promote this Safe Space Scheme to local venues that are publicly accessible and that have pledged to act as a point of contact for any person in the community who might require quick time, short-term assistance upon feeling vulnerable whilst out in the community. Aylesham co-op are now registered as a safe space. If you are a business, workplace or community asset and would like to find out more about becoming a Safe Space please email csu@dover.gov.uk to find out more.

IMPACT Fest

Dover District Council are excited to announce the upcoming Youth Festival, an initiative designed to engage young people in positive, constructive activities and help address the challenges of anti-social behaviour (ASB) within our community. This event will provide a platform for young people to showcase their talents, connect with peers, and participate in a range of exciting and meaningful activities. We believe that by empowering our youth and providing them with constructive opportunities, we can create a safer, more vibrant community for all. If you would like to be involved with the event, please email csu@dover.gov.uk

ASB update

Kent Police have been working with the community after a few thefts from motor vehicles, however these problems have now been solved with less reports of this incident.

Community Impact Fund (CIF)

The latest round of Community Impact Funding has been allocated to groups across the district, to support with the cost-of-living crisis. In total, 40 applicants were funded in the winter round, with £53,783.56 being allocated. A full list of successful applicants will be available on the DDC website soon.

Cost of living support

Dover District Council have a dedicated cost of living support page with information on grants and services available to the community.

<https://www.dover.gov.uk/Community/Cost-of-Living-Webpages/Home.aspx>

Household Support Fund

Dover District Council has received funding from Kent County Council to support households who would otherwise struggle to buy food or pay essential utility bills or meet other essential living costs, through the [Household Support Fund](#).

New applications can be made by contacting our providers below from December 2024.

Eligible support could include:

Food support

utilities such as energy and water

wider essentials subject to discussion

housing costs in exceptional cases of genuine emergency

support and advice around all things cost of living.

If you feel you are eligible to access this fund, please contact one of the organisations below who will be able to discuss with you the support required and assist accordingly:

Organisation	Contact Details
CAB (Citizens Advice Bureau) Dover District	Call: 0808 278 7961

Deal Centre - Age UK South Kent Coast	Call: 01304 372608 Email: landa@ageukskc.org.uk
Deal Foodbank	Call: 01304 728428 Email: info@dealarea.foodbank.org.uk
Dover Foodbank	Call: 07870361180 Email: info@dover.foodbank.org.uk
Dover Outreach Centre	Call: 01304 339022
Dover Riverside Centre	Call: 01304 207268 Email: admin@riversidedover.org.uk
Sandwich Age Concern	Call: 01304 614237

If you have any questions on the Household Support Fund, please contact Community@dover.gov.uk.

Just missing out fund

The Pensioner 'Just Missing Out' Scheme

This scheme will run from **Thursday 28 November to 12pm 5 March 2025**, or until all funds are allocated.

This scheme is targeting support for Kent pensioners who will be missing out on the Winter Fuel payments. This scheme will operate using an online application form that will be available on the Kent Together Cost-of-Living pages and linked to from the main KCC HSF landing page: www.kent.gov.uk/householdsupportfund

Any queries regarding access to the scheme or eligibility can be passed directly to kcc-hsffoodandenergysupport@kent.gov.uk

The application form will allow applicants to determine the type of support they receive. The award valuation is pre-determined at £200 however, the applicant can choose to have this towards food, energy or a combination of food and energy as. The criterion has

been set to maximise reach to those most in need, including pensioners who remain in employment.

Aged 66 or over.

A Kent resident, permanently living within one of the 12 local authorities covered by Kent County Council.

Not in receipt of or eligible for Pension Credits

Single occupancy households receiving upwards of £218.15 per week or £11,343.80 per year

Couple households receiving upwards of £332.95 per week or £17,313.40 per year

Dover District Lotto

The Dover District Lotto is a local authority lottery run by Dover District Council. The scheme supports charities, CIC's and constituted community groups, to fundraise and support their good cause.

If you would like to register your good cause to become a beneficiary of the scheme, or would like to support local good causes by buying tickets, [please visit the website](#).

To hear from some of our local good causes, please watch our Dover District Lotto video listed below.

Remember, 60p in every £1 goes direct to local good causes in the district www.doverlotto.com/results

Skills and Training Fair

We are excited to announce the Training and Skills Event, designed to help individuals at all stages of their careers enhance their skills and gain valuable knowledge to succeed in today's competitive job market. Whether you're looking to upskill, reskill, or explore new career paths, this event provides a wide range of opportunities to develop the skills that employers demand. There will be over 20 different taster courses for people to try, with the event being held at Dover Technical College on 19th February. For more information or to book please email community@dover.gov.uk

Community Roots Van theme timetable

A timetable is currently being developed to take the community roots van across the district, to offer support based on the Community Teams new themes –

Cost of Living, Pensioners & Inclusion

Education, Jobs & Skills

Homelessness & Veterans

Leisure, Wellbeing, Family & Events

-End of appendices-