



AYLESHAM PARISH COUNCIL

Minutes of the **Full Council** meeting held on **8th April 2025**
at Aylesham Community Trust
SUBJECT TO CONFIRMATION

1. Those Present

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

Officer in attendance: Chief Executive Officer K. Robinson.

District Cllr Pout; County Cllr Manion.

R. Haynes – White Cliffs Countryside Partnership.

One member of the public was present.

2. Apologies for Absence

Cllr S. Vizer – work commitments.

Cllr J. Flaig – personal reasons.

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

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

4. Public Participation Period

See Appendix A.

5. External Reports (Updates)

5.1 County Councillor

See Appendix B.

5.2 District Councillor

See Appendix C.

5.3 Kent Police

Circulated to Cllrs ahead of the meeting, report is available on our website.

5.4 Dover District Council Community Development Officer

No report received.

Resolved: To formally ask for monthly Community Development Officer reports to be received prior to each meeting. Proposed by K. Sutcliffe, seconded D. Airey.

Outcome: All in favour, motion carried.

19.25 - Parish Council Meeting Resumed

6. Minutes of previous meeting: March 2025

Resolved: It was proposed by D. Airey, seconded by G. Armstrong that the minutes of the meeting held on 11th March 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)

The Chief Executive Officer updated Council with the following:

March 2025 Minute Reference 8.3:

Jenner Construction Ltd site on Ratling Road, for the purpose of updating residents and non-planning committee members: Dover District Council responded to Aylesham Parish Council's complaint and shared the approved Construction Environmental Management Plan for this phase. They confirmed that the anticipated route for construction vehicles is Cornwallis Avenue. They noted that as is not an approved route, it is highly unlikely that Planning Enforcement would be able to enforce this. The Dover District Council Project Manager was asked to contact Jenner Construction Ltd to remind them of the anticipated route. Dover District Council also recommended reporting any issue to Kent County Council Highways.

The Planning, Environment and Transport Committee are now overseeing this matter, and it will remain on their agenda each month. At their last meeting they Resolved to:

- Respond to DDC re: the lack of warning signage for the development
- Request any info that is circulated CC the PC in
- Issue a press release that we are dealing with the matter and a copy of the complaint sent

In addition, the Chief Executive Officer asked our Deputy Officer to contact Jenner Construction Ltd directly – we now have the Site Manager's contact details to liaise with and report any concerns directly to them; they have installed warning signage along Ratling Road and the press release has been published to the community. Any further updates will be given at the next Planning Committee meeting; along with the Committee being able to raise any further concerns they or residents have.

8. Chief Executive Officer Report

8.1 VE Day and VJ Day 2025 – Market Square Decoration

The 8th of May 2025 marks 80 years since the end of the Second World War, with Victory in Europe (VE) Day. The 15th of August 2025 marks 80 years since the Victory over Japan (VJ) Day.

Officers have been looking at costs to decorate the Market Square for VE Day from Royal British Legion Shop:

80th VE Day Flag £19.99

80th VE Day bunting £44.95

80th VE Day Lamp Post Signs £19.99

Total Expenditure: £84.83

Resolved: To approve the above expenditure for VE Day and to investigate VJ Day decorations. Proposed by D. Airey, seconded D. Fleck.

Outcome: Proposal withdrawn.

Resolved: To seek further information on a 'Flag of Nations' and decide on options of decorating the Market Square via S101 Delegated Authority. Proposed by G. Armstrong, seconded L. Prescott.

Outcome: All in favour, motion carried.

8.2 VE Day, VJ Day and Remembrance Day Parade 2025 – Resident Email

Email from resident enquiring:

"Whether Aylesham Parish Council have any plans in place for VE and VJ Days this year, due to the significance of the anniversary.

The Kent Poppy Appeal have asked if there is any plans in place for VE and VJ days this year due to the significance of the anniversary.

Do Aylesham Parish Council know if anyone has anything planned or has the Parish Council got anything planned. The resident has suggested a coffee morning.

Following on from last year's Remembrance parade feedback was received that we could do better, so I'm going to be proposing that the church and other people interested come together to arrange the Remembrance parade/ service."

When the resident has further information they will come back to Council, and they have also asked if Council have any plans for this yet.

Update

Resident has been informed that no organisation has approached Aylesham Parish Council yet about any events for VE, VJ or Remembrance Day. A copy of the Land Hire Agreement was sent to the resident should they wish to submit an application to the Recreational & Facilities Committee for use of the Market Square.

Outcome: Noted by Council.

8.2 Kent Association of Local Councils membership renewal for 2025/2026

Renewal cost of £1,414.27 for the year, from 1st April 2025 until 31st March 2026. This includes membership to KALC and NALC (National Association of Local Councils) which allows Aylesham Parish Council use of the NALC Legal Topic Notes; financial regulations and various other policies, plus, legal advice from KALC along with discounted training for Members and Staff.

Resolved: To renew the KALC Membership for 2025-2026 at a cost of £1,414.27 plus VAT. Proposed by K. Sutcliffe, seconded D. Airey.

Outcome: All in favour, motion carried.

8.3 Height Barrier, Car Park – Dorman Avenue North, Parish Council Freehold

Resident has raised concerns that they nearly hit their head on a bolt on the height barrier. Officers made enquires with Ovenden Allworks Ltd who acquired and installed the height barrier, they have advised that the manufacturer does not usually put a cap on this. Officers sought a quote to supply and fix safety caps on the exposed bolts.

Resolved: To approve the quote from Rich Will Fix It to supply and fix safety caps on exposed bolts, at a cost of £50. Proposed by D. Miller, seconded G. Armstrong.

Outcome: All in favour, motion carried.

8.4 Resident Request for Council Meetings to be Recorded and Uploaded Online

A resident has requested for Aylesham Parish Council meetings to be recorded and then posted on YouTube like some other Councils do. The resident feels that it would be good for all residents to have access to all that is being discussed, and the votes cast by Councillors. They wish to have more democratic online accountability.

Update

Council was advised that all Council meetings are and must be open to the public to be able to attend. Aylesham Parish Council publishes agendas, minutes and meeting agenda packs, annual budget information, policies, Annual Governance Accountability Return's, Internal Audit Reports on the Council website, the website is the only legal requirement where these documents are to be published. Minutes do not name who voted in favour, against etc, just the overall vote, there is no requirement for this. If Council wished to consider recording all meetings, costs of conferencing equipment together with the most appropriate web camera that would capture all Councillors and Officers at the meeting would be required to be investigated, with quotes brought back to Council to consider.

Resolved: After full consideration, Council noted that all meetings are open to the public, and Aylesham Parish Council continue to encourage greater attendance from residents at all Council meetings. It was also noted that implementing a recording system would require significant financial investment. Proposed by K. Sutcliffe, seconded by D. Fleck.

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

9. Section 101 Delegated Authority

None.

10. Personnel Matters

None.

11. Finance

11.1 April 2025 Payment Schedule

Payee	Expenditure	Invoice No.	Net	VAT	Total
Kent Association of Local Councils	Annual Subscription for 01/04/2025 -31/03/2026	9542	£1,414.27	£282.85	£1,697.12
Envisage Groundcare Ltd	March 2024 Invoice Bench Repairs – Market Square (R&F Committee) Graffiti removal Market Square (R&F Committee), Hedge fence repair (R&F Committee).	1926	£1,190.55	£238.11	£1,428.66
Expenditure that has been paid since the last Full Council Meeting as per Financial Regulation 6.8 iii					
Fire Security Services Ltd	Aylesham House Fire Alarm: design, supply, second fix, & commissioning of fire detection equipment.	185579	£2,499.16	£499.83	£2,998.99
Dover District Council	Arranged works for APC: Spinney Wood Tree Survey Invicta Arboriculture Tree & Woodland Consultancy £995. Tree works by Tree Leaf Services (boundary with industrial estate & removal of fallen tree) £8,500.	1018669	£9,495.00	£1,899.00	£11,394.00
Aylesham & District Workshop Trust	March Main Hall Hire for meetings and Community HQ hire.	INV-6219	£340.00	£68.00	£408.00
S.D Webb Floors Ltd	Aylesham House Replacement Flooring.	11954	£5,375.82	£1,075.16	£6,450.98

JS Security Solutions Ltd	Re-installation of CCTV that were removed for works and replacement cables	001619	£470.83	£94.17	£565.00
Clear Insurance Group	Insurance Renewal 2025/2026	LCO02832	£2,864.66	N/A	£2,864.66
PC World Business	Councillor Tablets x 6	71644758	£994.98	£198.99	£1,193.97
Chief Executive Officer	March Expenses HP Instant Ink Renewal of Domain 1 Year	Expenses Form	£65.48	N/A	£65.48
Caretaker	March Mileage Park Inspections – Two Weeks	Expenses Form	£3.87	N/A	£3.87
Alison Eardley	Planning Support – Aylesham South Response (comments on) Meeting re Parish Plan/Neighbourhood Plan Travel Expenses	AEC 0384	£320.00	£64.00	£384.00
Gallus Ltd T/A Office Boffins	Office Furniture 4 x Office Desks 4 x Office Chairs 1 x Cupboard	7426647	£2,899.55	£579.91	£3,479.46
CTW Services Ltd	Aylesham House Post Builders Clean Inc Upholstery and Carpets Deep clean bathrooms and kitchen	INV-1113	£1,575.00	£315.00	£1,890.00

S. Bott refrained from voting due to her Declaration of Interest with Aylesham Community Trust.

Resolved: To approve the April 2025 Payment Schedule. Proposed by K. Sutcliffe, seconded D. Airey.

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

12. Committees

Planning, Environment & Transport

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

Update: Awaiting decision by Dover District Council of the application to make the site an Asset of Community Value.

Aylesham Centenary Sub-Committee

12.2 March 2025 Meeting

Minutes of the March Sub-Committee were circulated to Council within the Agenda Pack.

The following recommendations from the Sub-Committee were considered by Council:

- For Officers to investigate funding opportunities to employ an “Events Officer” for three years but to also look into the legalities of this for the Parish Council.
- At the Annual Council Meeting in May, Council to consider dissolving the Sub-Committee, as per their request, per the Terms of Reference of the Sub-Committee.

Resolved: To accept the recommendations of the Sub-Committee. Proposed by K. Sutcliffe, 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

The following updates were received via email on Friday 21st March 2025:

Attlee Avenue Play Park (also known as Cripps Close)

- Handover to Dover District Council delayed until w/b 24 March.
- The play area/equipment has a surface level and position issue which contractors need to resolve. Works scheduled Monday 24 March.
- The metal gate is still in situ – Dover District Council Housing need to obtain permission from the tenant to remove it. BDW Homes were asked by the Project Officer to share a schedule of the landscaping works.

Outcome: Noted by Council.

Hill Crescent – Open Space

- Dover District Council have inspected the play equipment, and the area has been signed off and handed back to DDC. Some minor items are being addressed.
- There may be some Heras fencing on site – this will be removed within the next 7 days.

Resolved: Hill Crescent open space area: Contact the Project Officer to ask when a litter bin will be installed. Have they been to inspect the site, as benches have been put in a line.

Raise that Council are concerned that there are uneven surfaces, what plans are there to even them out and make it more of an attractive site? Proposed by D. Airey, seconded K. Sutcliffe.

Outcome: All in favour, motion carried.

Spinney Lane Improvements (Near to houses/Dorman Avenue South)

- Plans can be found on Dover District Council’s website under Planning ref: CON/19/00821/L. BDW Homes have obtained a cost for the works which is with all of the Development Partners to approve. Duration will be approx. 3 months, no start date yet, but works to be completed by the end of 2025.

Outcome: Noted by Council.

School Square

- BDW Homes have met with Kent County Council to agree the scope of works. A start date for works has not been confirmed yet.

Outcome: Noted by Council.

Chief Executive Officer enquired about the Strategic Landscaping of Dorman Avenue South, Dover District Council planning reference 23/01299, it was then confirmed that these works have been scheduled to start October 2025.

Outcome: Noted by Council.

Monthly Meeting Request

Unfortunately, the monthly meeting request was denied, due to the Project Officer's work commitments and projects. The next two scheduled meetings are 19th May and 21st July.

Outcome: Council noted that they were disappointed as there is still lots going on/outstanding.

13.2 To raise or discuss any new or existing development issues

None.

13.3 Market Square Lighting Project

Update: Awaiting Dover District Council's legal team to complete the Licence for Major Alterations for the Market Square.

14. Spinney Wood (any updates)

Tree Survey works commenced at the end of March; these are due to be completed within the next couple of weeks.

Outcome: Noted by Council.

15. Allotments (any updates)

Updates: Developers are looking to start works on the allotment site early May and will be on site for approx. 3 months, finishing around August. Dates are subject to change.

Dover District Council legal team have been updated – they are still working on the lease agreement.

Outcome: Noted by Council.

16. Aylesham House (any updates)

16.1 Building Repairs

- Internal works snagging being completed week commencing 31st March 2025.
- Electrical snagging works are being completed Tuesday 8th March 2025.
- The Risk Assessment took place on Thursday 3rd April 2025, and unfortunately it failed with too many identified high risks. The Risk Assessment is for the whole building which

will allow Council Officers/Staff/Cllrs, Aylesham Heritage Centre Members and Members of the Public to use Aylesham House. Work will be carried out by Aylesham Parish Council and Aylesham Heritage Centre in order for the Risk Assessment to be satisfactory and Aylesham House be allowed to re-open.

- CCTV has been fully re-installed, with new cabling to some cameras due to roof works.

Outcome: Noted by Council.

16.2 Parish Council Offices

Office Re-Opening - Update

Office furniture has been ordered and is now awaiting delivery before Officers can move back into the building.

Outcome: Noted by Council.

Security

Parish Council Staff will be working in the building, with the office located upstairs. Whilst there is CCTV covering the outside of the building, it is not possible for it to be “physically monitored” whilst working in the office and does not “alert” Officers if someone enters the grounds, this is only on recordings when the cameras pick up a motion. Seven years ago, a spy hole was inserted into the front door, followed by a Ring Doorbell two years later, the Ring Doorbell has unfortunately now ceased working.

Aylesham Parish Council Staff will either be working within the building collectively, but also there will be Staff that are Lone Working in the building at times. Aylesham Parish Council is an employer as a body; therefore, have a Duty of Care with staff safety being of paramount importance.

Council is therefore asked to consider the following quotation from JS Security Solutions Ltd (CCTV provider) to install:

Hikvision 2MP PoE IP Intercom Kit with Screen; which will include a Hikvision Screen stand, corner wall mount, SD Card, cables and connections; labour and materials.

Total cost: £422.35 plus VAT

Resolved: To proceed with the quotation for an intercom and doorbell for Aylesham House/Parish Council offices from JS Security Solutions Ltd in the sum of £422.35 plus VAT. Proposed by D. Airey, seconded K. Sutcliffe.

Outcome: All in favour, motion carried.

16.3 Aylesham Heritage Centre

Update: Aylesham Heritage Centre are hoping to reopen at Aylesham House on Wednesday 30th April 2025, subject to them completing work within their computer room and the Risk Assessment on Aylesham House being successful.

17. Kent Devolution and Local Government Reorganisation (any updates)

No updates.

18. Next Meeting Date

Annual Council Meeting Tuesday 13th May 2025

Resident left meeting 20.25

19. Legal Matters – Confidential to be held under the Public Bodies (admissions to meetings)

Act 1960

No updates.

Meeting Closed 20.25

Minutes approved at the May 2025 Annual Council Meeting

Signature (Chair)	
Date	

April 2025 Full Council Appendices

Appendix A – Resident

- Resident submitted statement to Aylesham Parish Council prior to the meeting. The resident would like a reply from the Parish Council.
- South Aylesham - Noted the Parish Council's response that they did not object to the Outline Planning Application, resident would like to know in writing why the Parish Council did not object, as they objected to the "north" but not the "south".
- Spinney Wood 1976 Tree Preservation Order - Submitted petition to Dover District Council, 300 people so far have signed it, resident is optimistic to obtain 500 signatures. People are concerned the TPO was removed for convenience. Resident has spoken to White Cliffs Countryside Partnership but feels the TPO should be reestablished.

Appendix B – County Councillor Manion

- A letter to Central Government regarding the Kent Interim Plan for Local Government Reorganisation has been sent to progress the reorganisation. A full business case will be submitted by 28th November 2025.

Appendix C – District Councillor Pout

- Bus Focus Group has been set up and an agenda drafted, with an invite to be sent to local groups who have an invested interest with items on each meeting agenda.
- Cllr Pout has objected to the Outline Planning Application for Aylesham South, he is not against house building but is not supportive of the plans submitted.
- Cripps Close Play Park is open but does not look good – he has raised concerns and will chase this matter.
- Spinney Wood – Dover District Council does not usually put a TPO on their own land. It is leased to Aylesham Parish Council, which cannot be built on. There is a management plan in place with WCCP, that has resulted in an increase in wildlife and even a fungus that has not been seen anywhere else in the Country. The removal of the TPO is poor timing with the Aylesham South Outline Planning Application being submitted but is not linked at all as it is managed/leased by Aylesham Parish Council.