

# **CHARTHAM PARISH COUNCIL**

**MINUTES OF PARISH COUNCIL MEETING HELD AT 7.30 P.M.**  
**ON TUESDAY 8<sup>th</sup> APRIL 2008**  
**AT THE VILLAGE HALL, STATION ROAD, CHARTHAM, NR CANTERBURY,**  
**KENT, CT4 5PW.**

**Present:**

Cllr. A. Dawes – Chairman

Cllr. C. Barlow – Vice-Chairman

Cllr. M. Goff

Cllr. J. Jeffries

Cllr. D. Weatherall.

Cllr. S. Dungay

Cllr. A. Frost

Cllr. D. Butcher

CCC Cllr. R. Doyle

Mr P Hornibrook - Clerk

**(1) APOLOGIES FOR ABSENCE**

Cllr. D. Thompson, Cllr. D. Frost, Cllr. P. Graveson.

**(2) CONFIRMATION OF MINUTES**

Resolution: To confirm minutes of meetings held on 11<sup>th</sup> March 2008 (previously circulated).

Proposed by: Cllr. Jeffries and Seconded by: Cllr. Goff.

Resolution carried unanimously.

**(3) COUNCIL: a) Declaration of any member's interest in agenda items.**

No interest was noted in any agenda items.

**b) Any change in declaration of member's interest.**

No change was noted in any member's interests.

**(4) MATTERS ARISING**

The date of the annual Parish Assembly meeting was arranged for the 20<sup>th</sup> May 2008.

**(5) TO RECEIVE AND CONSIDER CORRESPONDENCE**

**(Folder of correspondence issued for all Councillors to view and comment on).**

The following issues were raised for discussion:

- Item 1: CCC – Standards Committee – Agenda – Wednesday 19<sup>th</sup> March 2008. Details available for all members to review.

- Item 2: CPRE – Kent Viewpoint – Spring 2008. A copy was available for all members to review.
- Item 3: KCC – Draft Countryside Access Improvement Plan Consultation. Details noted to all members.
- Item 4: Kent Downs AONB – The Orchid – Newspaper Issue 14. A copy was available for all members to review.
- Item 5: CPRE – Fieldwork Newsletter – March 2008. A copy was available for all members to review.
- Item 6: Kent Highway Services – KCC Draft Permit Scheme Consultation (Phase Two) – Respond by 25<sup>th</sup> April 2008. It was agreed that the Chairman and Clerk would draft a response to KCC.
- Item 7: KCC – NHS Eastern & Coastal Kent PCT – Public Health Report – Management Summary. A copy was available for all members to review.
- Item 8: CCC – Joint Meeting of the Rural Area (North) Member Panel and Rural Area (South) member Panel – Monday 31<sup>st</sup> March 2008. A copy was available for all members to review.
- Item 9: CCC – Development Control Committee – List of Planning Applications – Tuesday 1<sup>st</sup> April 2008. A copy was available for all members to review.
- Item 10: CCC – Development Control Committee – Agenda – Tuesday 1<sup>st</sup> April 2008. A copy was available for all members to review.
- Item 11: AWCIRK – Invitation to join AWCIRK for 2008/2009 year. Details were noted to all members present and it was agreed that we should renew our membership. A Resolution to join AWCIRK at a cost of £35.00 for the year was proposed by Cllr. Barlow and seconded by Cllr. Weatherall.
- Item 12: KCC – Proposed changes to the Planning Application process. Details were noted to all members.
- Item 13: Kent Police Authority – ‘Have your say in rural policing’ conference. A copy was available for all members to review.
- Item 14: CPRE – Countryside Voice - Magazine Spring 2008. Cllr. Dungay took the document for review.
- Item 15: Kent Highway Services – Post Winter Pothole Repair. A letter from KHS was read out to all members, requesting that any pot-holes in the parish are reported to them as soon as possible, as there is to be a purge by KHS on repairing pot-holes in April 2008.
- Item 16: Kent Highway Services – Potholes at Cockerling Road. A letter from KHS regarding recent repairs undertaken to pot-holes at Cockerling Road was read out to all members.

- Item 17: CCC – The new bus pass scheme – briefing note. Details were noted to all members and it was noted that application forms would be available at the new Village Hall and St.Mary’s Church.
- Item 18: Kent Police – Kent Keylink. Details noted to all members and Cllr. Barlow took the document for perusal.
- Item 19: KCC – Access to Hospitals – New leaflets are launched! Details were noted to all members.
- Item 20: East Kent Empty Property Initiative – ‘No Use Empty’. A copy was available for all members to review.

**(6) TO RECEIVE AND CONSIDER REPORTS & MINUTES OF COMMITTEES**

**a) Finance and General Purposes.**

The Clerk reported that he met with the Parish Council Accountants on the 5<sup>th</sup> April 2008 to reconcile the end of year accounts. The Accountants have taken the Parish Council and No Man’s Orchard accounts for preparation and these will be returned within two weeks, prior to submission to the Audit Commission.

A meeting of the Finance & General Purposes Committee will then be arranged once the accounts are returned for formal ‘sign-off’ by the Parish Council. It was noted that the accounts have to be forwarded to the Audit Commission along with copies of all Bank Account Statements, Internal Controls, Insurance Schedules, Internal Audit Report, Copies of Notice of previous Audit, and updated Fixed Asset Register which also confirms the existence of all our assets.

The Clerk noted that the ‘Concurrent Funding’ and ‘Precept’ applications recently submitted to CCC for the 2008/2009 year, will be paid direct into the Parish Council general bank account within the next few days.

The Clerk reported that the VAT claim for the period September to December 2007 has been submitted to HM Customs and that the refund is still awaited.

The Parish Council Fixed Asset Register will be updated and forward to Zurich Municipal within the next two weeks.

**(b) Planning.**

The Clerk reported that there were four new Planning Applications to be dealt with at the meeting.

**CA/08/00424/CHA: Proposal:** Two-storey extension to rear, porch to side, timber replacement windows and doors to dwelling: **Location:** 1 Box Tree Cottages, Bolts Hill, Chartham. CT4 7JX: **Parish Council Views:** No Objections.

**CA/08/00377/CHA: Proposal:** Change of use of land to residential garden, formation of new access including new fence and gate: **Location:** 1 Box Tree Cottages, Bolts Hill, Chartham. CT4 7JX: **Parish Council Views:** No Objections.

**CA/08/00390/CHA: Proposal:** Conversion of one garage into home office (retrospective):  
**Location:** 12 Beech Avenue, Chartham, CT4 7TA: **Parish Council Views:** No Objections

**CA/08/00385/CHA: Proposal:** Porch to side and single-storey extension to rear of dwelling:  
**Location:** 2 Woodview Cottages, Howfield lane, Chartham, CT4 7LX: **Parish Council Views:** No Objections

One further planning application was dealt with at a Planning sub-committee meeting on the 27<sup>th</sup> March 2008.

**CA/08//00268/CHA: Proposal:** Erection of Norwegian style log dwelling: **Location:** Former Iffin Tank, Iffin Lane, Chartham: **Parish Council Views:** The Parish Council would not like to see the proposed dwelling built, as this would mean extending into the countryside as well as being near Hand Wood which contains several ancient monuments. Plans for a detached dwelling at the nearby Iffin Farm have been refused recently and we hope that that this proposal is also refused as it will be out of place in its proposed location. Access into and out of the site is extremely poor on a road used as a rat-run by vehicles going into and out of Canterbury. The proposed dwelling would be located on a site outside and isolated from any village or other settlement. The proposal would therefore result in undesirable sporadic development in the countryside in an area designated as part of the Canterbury area of High Landscape Value identified in the Canterbury Landscape Appraisal of 1998 and would harm the character and appearance of the countryside contrary to Policies SP1 and EN1 of the Kent & Medway Structure Plan and Canterbury Local Plan.

Five '**Granted**' planning applications were read out:

**CA/08/00175/CHA** – 143 Shalmsford Street, Chartham, CT4 7QZ.

**CAE08/00002/CHA** – Howfield Farm Bungalow, Howfield Lane, Chartham, CT4 7HG.

**CA/08/00184/CHA** – 7 Riverside Cottages, Riverside, Chartham, CT4 7JR.

**CA/08/00131/CHA** – Iffin Meadows, Iffin Lane, Chartham, CT4 7BE.

**CAA08/00003/CHA** – East Kent Audi, Stour Valley Business Park, Chartham CT4 7HF.

The Clerk reported on a letter received from the owner of the land adjacent to the Royal Oak Public House, who has requested that members of the Parish Council attend a site visit to discuss various proposals for the use of the site. The Clerk will organise a meeting with members of the Parish Council Planning Committee.

Cllr. Goff made a request that the Planning Committee meet early in the evenings now that we have lighter evenings.

**(c) Cemetery.**

Cllr. Barlow reported that the Clerk and Cllr. Jeffries are still updating the grave plans at the cemetery into computer format, and this has thrown up a few anomalies whilst checking all the Burial Registers.

The Cemetery Rules & Regulations for the 2008/2009 year are also in the process of being reviewed and updated by the Clerk, Cllr. Barlow and Cllr. Jeffries. The Rules & Regulations will be brought to the next Parish Council meeting for formal ratification.

It was noted that the Clerk and Cllr. Jeffries will be meeting Alan Groombridge on Thursday this week to check the situation regarding numerous 'Sunken Graves' which require top-soil and also to undertake the annual review of the headstones under the Cemetery Regulations 'Dangerous Memorials' checklist.

The Clerk reported that there had been no reply from AC Hulme to the letter issued by Robinson Solicitors, regarding the 'rights of access' to the cemetery car park. It was noted that Robinsons have subsequently written to A C Hulme to state that we would now be looking at fully enclosing the car park with fencing, whilst looking at the possibility to resurface the car park. The Clerk noted that Stuart Smith who has been the Parish Council Solicitor at Robinsons for many years is due to retire at the end of the month. It was suggested that the Clerk write a letter of thanks to Mr Smith, thanking him for his advice and service to the parish over many years.

It was reported that work had commenced on the St.Mary's lych-gate and pathway repairs.

Cllr. Goff requested that Cemetery Committee meetings be arranged for late afternoon in the future to allow him to attend on a more regular basis.

**(d) Countryside.**

The Clerk noted that there had been a recent meeting between him, Cllr. Dawes, Cllr. Jeffries and Dr A. Griffiths regarding the work of the parish Tree & Pond Wardens. It was reported that it was a very useful meeting with several possible projects of tree planting around the village highlighted. A further meeting will be arranged when hopefully other wardens will be able to attend.

Cllr. Butcher reported on attending a 'footpath course' run by the PROW at Shorne, Nr Cobham. It was noted that the majority of new signs erected on footpaths in the future will be plastic and not metal as they are easier to replace and are not stolen like a lot of the current metal ones. They will also have FP numbers printed on them.

Cllr. Butcher noted the problem with a couple of trees down on footpaths, and that he will report them to the PROW Office.

Cllr. Jeffries reported an issue with the cycle gate at the rear of the Royal British Legion hall. The landowner has requested that it is not concreted into the ground as it could be used as an emergency exit if there are animals kept in the field. Cllr. Butcher will contact the PROW Officer to check on the situation and if there were other options available.

The next footpath walk will be on Sunday 11<sup>th</sup> May 2008 at 2.30 p.m. from the Royal British Legion.

Cllr. Doyle left the meeting at 08.19 p.m.

**(e) Amenities.**

The Clerk noted a letter from Mr Peter Harrington on behalf of the Village Hall Management Committee and Chartham Sports Club requesting the use of the Memorial Playing Field on the 30<sup>th</sup> August 2008 for a 'Summer Fete'. The request was agreed. The Clerk noted that he had

contacted Zurich Municipal and that they had confirmed that the VHMC/Sports Club needs to insure the event separately.

The Clerk also reported on a request from a parishioner that the Parish Council consider applying to 'The Peoples Millions' for a mini-bus for possible use by the community. It was noted that it could be used to take people to and from the Farmers Market and could be used by other groups such as the Over 50's, Bingo, Helping Hands, and the Gardener's. Whilst accepting that it could be useful there would be problems getting enough regular volunteer drivers, especially if the size of the vehicle would require them to have a Public Service Vehicle Licence. Other issues against the request were where the vehicle would be parked, plus the cost of insurance and the general running and maintenance costs. It was stated that it was too short notice and that there were too many obstacles to take the application forward, as it would require a lot of research into the purchasing of a vehicle including trying to obtain three different quotations for a mini-bus.

Cllr. Dungay reported that she had not heard anymore regarding the proposed rail service cuts through Chartham, and that only one person had contacted her to register a complaint. It was noted that we are now awaiting the summer time-table to confirm the proposed new service levels through the village.

Cllr. Dungay noted that we are awaiting payment of the 'Precept' from CCC, as there is £5,000 allocated for the provision of a new wooden bus shelter at Chartham Hatch.

It was reported that there was continued vandalism at both the 'Senior' and 'Junior' play areas at St. Augustine's. It was noted that two 6 metre sections of wire mesh fencing have been cut out of the fence around the 'Senior' play area, and that this has now been repaired. This is the third or fourth time that we have undertaken repairs on the site and it is now becoming quite expensive. The problem has been reported to the Police and hopefully some action will now be taken to catch the culprits.

The Clerk reported that Alan Groombridge will repair the swing barriers at the 'Junior' play area at St. Augustine's, as this has now become a Health & Safety issue with broken posts on the site. It was noted that RSS the play maker contractors have been requested on three occasions to repair the barriers which are still under guarantee. The Clerk will telephone RSS, and then write a letter of complaint asking them to reimburse the Parish Council for the cost of the repairs.

It was reported that before any play area can be built on the Memorial Playing Field the old wooden Sports Pavilion must be demolished. This can now proceed within the next few weeks as the Sports Club can now use the new changing rooms attached to the village hall, which have now been completed. Once the pavilion is removed the ground will require levelling and seeding before any new play equipment can be erected. This will take several weeks. The Amenities Committee have chosen new equipment from a local play area provider and the Clerk will contact them to take the matter forward.

Cllr. Dungay noted that there have been several reports of large rats around the Sports Pavilion. The Clerk will arrange for Ace Pest Control to visit the site and the Chartham Hatch play area where there are moles inside the play area and around the adjoining field.

It was noted that the Clerk will look into the possibility of painting the play equipment at both Chartham Hatch and Shalmsford Street this year. However, special non-toxic paint has to be sourced and the Clerk will take this matter forward with Alan Groombridge.

It was also noted that we will investigate the possibility of replacing the old metal entrance gate and posts to the Chartham Hatch recreation ground. Alan Groombridge has another metal gate that was originally erected at St. Augustine's, and this could possibly be utilised at the recreation ground.

The Clerk reported that we will hopefully have a decision on the grant application to the Football Foundation by May/June 2008.

It was stated that once the car park is tarmaced in the next couple of weeks, we should consider erecting a Parish Council notice-board at the car park entrance. Cllr. Dungay produced a design for a proposed notice-board and further discussion took place regarding the design, wording, and style of notice-board required. The Clerk will pass a selection of catalogues to Cllr. Dungay to enable her to source a specific notice-board within the budget available.

It was again stated that cycle-racks will be required at the hall and the Clerk will take the matter forward.

Cllr. Dungay requested that the 'Field Map' and 'Chairman's Board', plus all other plaques and notices should be removed from the Community Hall, Old School Surgery and reinstalled in the new Village Hall by the 1<sup>st</sup> June 2008. The Clerk will liaise with Mrs. Kinnersley and Alan Groombridge to remove the boards and plaques, as well as arrange for the hall to be redecorated after their removal.

Cllr. Weatherall noted that she has arranged a meeting for the 21<sup>st</sup> April 2008 regarding the setting up of a Youth Club with the KCC Warden, PCSO and other possible volunteers. It was noted that there is still brand new play equipment and associated games held in storage for use by a youth club and Cllr. Barlow has obtained further equipment from the old Salvation Army Youth Club, for which they require a inventory.

The Clerk noted that the Village Information Pack is in the process of being updated and should be ready to issue to new residents next week.

**(f) No Man's Orchard Management Committee.**

It was reported that the next meeting of the No Man's Orchard Management Committee will be on Wednesday 30<sup>th</sup> April 2008.

At the last meeting further discussion took place regarding the plan of events for the orchard celebration day at No Man's Orchard on Saturday 26<sup>th</sup> July 2008. Further details regarding the make up of the event will be confirmed in due course.

The Clerk confirmed that he was in the process of checking with Zurich Municipal regarding arranging insurance for the event.

It was reported that Brockwell Tree Surgery has still not completed the pollarding of the trees around the orchard.

It was also noted that the new 'Serpent Sculpture' was on schedule and will be unveiled at the orchard event in July.

**(7) SPORTS PAVILION/PLAY AREAS.**

The Clerk noted a request from Peter Harrington on behalf of Chartham Sports Club to use and store the old cemetery tractor mower. The Clerk confirmed that he had approached Zurich Municipal who is in agreement with the proposed arrangements as long as the store is securely locked and insured.

Problems with vandalism on the play areas were noted earlier under the 'Amenities' heading.

**(8) VILLAGE HALL UPDATE.**

The Clerk noted that he is awaiting the refund of 'Business Rates' from CCC, which was incorrectly refunded to the VHMC. The Clerk will chase both the VHMC and CCC.

The Clerk noted that a 'Letter Box' ordered from Wybone, should be delivered by the 11<sup>th</sup> April 2008, when installation will be arranged as soon as possible. The 'Smoking Bin' at the front of the hall will be moved to the side of the hall.

The Clerk reported that he had obtained a quotation for three more outside CCTV cameras which will cover the car park and new play area as well as the rear patio of the hall.

It was reported that the Clerk had met with Sean Diver from Clagues and a representative from Bushford Twyford to discuss design changes to the village hall toilets. A quotation for the changes was awaited.

It was noted that the patio at the rear of the village hall is due for completion at the end of the month.

**(9) HIGHWAY PROBLEMS / POLICE LIAISON.**

**Highways:**

The Clerk noted that he had not yet received a reply from Ruth Goudie at Kent Highway Services to a letter sent on the 25<sup>th</sup> March 2008 regarding the recent realignment of the A28 junction at Hatch Lane. It was noted that two letters of complaint had been received from parishioners who had also written to KHS. The Clerk will chase Ruth Goudie for a reply.

The Clerk noted that he will follow up with Kent Highway Services their recent comments regarding the state of the road at Stour Close/Stour Road.

**Police Liaison:**

The Clerk read out a reply from Harbledown & Rough Common Parish Council regarding their request to use our 'Speedwatch' equipment.

The Clerk read out an e-mail from PCSO Rigden who apologised for not being able to attend the meeting in person.

It was noted that a Canterbury City Council Parking Officer attended the outside of Chartham Primary School with PCSO Rigden to deter parents causing danger to the children crossing the road by parking on the zigzags outside the school. Tom Tucker-Smyth the KCC Warden has also been offering appropriate advice to parents here.

PCSO Rigden and a colleague carried out a speed check in mid March, and during a two-hour speed check on Shalmsford Street and Beech Avenue, one driver was caught exceeding the speed limit by 8 miles per hour and has been sent a warning letter. Further checks will be carried out this month. Now that the weather is improving it is anticipated that the 'Speedwatch' volunteers will be looking to start up their speed checks again. PCSO Rigden and Tom Tucker-Smyth the KCC Warden will be happy to help out with this again.

It was noted that a regular 'Police Surgery' is to be set up where PCSO Rigden will be in attendance at the final Farmer's Market of each month at the Village Hall between 2:30pm and 4:30pm. PCSO Rigden will be happy to talk here with any persons who are having problems in the parish and who the Police may be able to assist. The first Farmers Market that he will be in attendance will be on the 24<sup>th</sup> of April 2008.

Cllr. Butcher noted that he had a possible new volunteer for the 'Speedwatch' project and that he would liaise with Tom Tucker-Smyth the KCC Warden and PCSO Paul Rigden about commencing further speed limit checks when the weather improves.

**(10) SIGNING OF ORDERS FOR PAYMENT.**

A resolution that orders for payment shown in the attached schedules was agreed unanimously. They were signed by Cllr. Butcher and Cllr. Barlow.

**(11) DATE OF NEXT MEETING**

Next Meeting confirmed as **Tuesday 13<sup>th</sup> May 2008** at 7.30 p.m. at The Village Hall, Station Road, Chartham, Nr Canterbury, Kent CT4 7HX.

**(12) CLOSURE**

There being no further business the meeting closed at 09.07 p.m.

**Chairman.....Date.....**