

Upper Hardres Parish Council

draft **MINUTES** of meeting held at Bossingham Village Hall, Tuesday 21 November 2017, 7.30pm

1. ATTENDANCE AND APOLOGIES FOR ABSENCE

Attending: *Councillors* Steve Rayner, Angela Waldron, Janice Rosen, Paul Gordon, Nick Waldron, *Clerk* Clare Hamilton, CCC Councillor Rob Thomas, Alison Thompson *English Rural Housing Association*, Tessa O'Sullivan *Rural Housing Enabler*, *Action with Communities in Rural Kent*, and 30-40 parishioners. There were no apologies.

2. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING

Minutes of the meeting held on 12 September 2017 were approved as a true record and signed.
Proposed: Nick Waldron. Seconded: Paul Gordon.

3. MEMBERS' DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA

Item 9a - Angela Waldron, Nick Waldron.

In order to receive relevant information before item 4, Agenda item 6m was discussed first:

6m. Notification from English Rural Housing Association of proposed small local needs housing scheme on Manns Hill, Bossingham

Alison Thompson of English Rural Housing Association (ERHA), and Tessa O'Sullivan, Rural Housing Enabler with Action for Communities in Rural Kent (ACRK), presented information about the process to establish housing need, following the PC being informed of a proposed small local needs housing scheme on Manns Hill, Bossingham, and a separate housing proposal for The Street, Bossingham.

Tessa O'Sullivan from ACRK explained that a four-page Housing Needs Survey is sent to every household in a parish to complete and return freepost to ACRK. The results are compiled into a report which is sent to the commissioning parish council. Survey results are considered by Planners to be valid for 5 years.

Following the presentations from Alison Thompson and Tessa O'Sullivan, and comments from parishioners (summarised in item 4), in order to ascertain a clear picture of parish housing need, councillors agreed to commission a Housing Needs Survey from Action with Communities in Rural Kent, subject to there being no cost to the Parish Council. However, discussion later in the meeting following this vote raised further questions regarding possible outcomes of the Housing Needs Survey. Councillors agreed they need more time to conduct further research into the Housing Needs Survey and it was agreed to postpone further commitment to a Survey until after the Public Consultation on 30 November. It may be necessary to hold an Extraordinary Parish Council Meeting in December.

4. PUBLIC PARTICIPATION RE. AGENDA ITEMS AND OTHER MATTERS OF MUTUAL INTEREST

- i. Some parishioners expressed concern that the Public Consultation has not been sufficiently advertised locally, eg. it has not been advertised in Hardres and Stelling News, and news of the consultation has been reliant on 'word of mouth'. Therefore, in the interests of clarity and based on information from the land-owner's representative, the parish council would like to issue the following information:

PUBLIC CONSULTATION

Re. Notification to the Parish Council of a proposed small local needs housing scheme on Manns Hill, Bossingham, and a separate housing proposal for The Street, Bossingham.

Planning consultant, Hobbs Parker, and the land-owner's representative, will hold a Public Consultation on the proposals at Bossingham Village Hall on Thursday 30 November from 3pm to 8pm, where it is understood parishioners will have the opportunity to view and comment on the proposals.

Alison Thompson of English Rural Housing Association will be in attendance to answer any questions local residents may have. The Parish Council has no further information on the proposals at this stage and parishioners are encouraged to attend the public consultation.

- ii. Some parishioners expressed dissatisfaction at the proposal to build on the two proposed sites and felt there are more suitable locations elsewhere in the parish.
- ii. A parishioner stated that two of English Rural Housing Association's properties in Brambleton Close, Stelling Minnis, have been hard to let/sell. Alison Thompson of English Rural pointed out this may reflect general housing market conditions, and outlined the cascade nature of offering their properties to let/for sale to people with a defined local housing need. If no tenant/buyer comes forward from the immediate vicinity, the properties are offered to residents in three neighbouring parishes of the host parish's choosing. In the case of Upper Hardres, this choice is unlikely to include Stelling Minnis which is part of Shepway DC. Canterbury City Council has local connection criteria which potential tenants/buyers would have to meet.

- ii. The chairman of Stelling Minnis Parish Council informed of two months' notice given, and advertising in Hardres Stelling News, for the public consultation for the Stonegate site in Thorn Lane, Stelling Minnis.

5. MATTERS ARISING from meeting held on 12.9.17

12.9.17_5

12.9.17_11i: CCC Community Governance Review - Following discussions at Clerks' Conference on 14 Sept, clerk circulated a draft submission approved by councillors and submitted to CCC. CCC has since issued a list of proposed changes to parish council boundaries, leaving Upper Hardres unchanged.

6. CHAIRMAN

a. Playing Field

12.9.17_6a

- i. Bossingham Groundworks installed basketball mini court 14-15 Sept. Positive feedback on Facebook page.
- ii. Being no further funds for equipment, the Playing Field Depreciation Fund now stands at £2521 for future repairs and maintenance only.
- iii. Weekly inspections - a volunteer is being sought to carry out weekly playing field inspections.

b. Defibrillator

12.9.17_6b

- i. Self-training DVD and kit is available for loan to parishioners.
- ii. Annual contribution of £20 to be made to BVH for electricity used by cabinet.
- iii. Cabinet indicator light will act as an alert of any checks/servicing needed.

c. Fire hydrants

12.9.17_6c

On 15.9.17, KF&RS confirmed Upper Hardres parish is now registered on the KALC/KF&RS Fire Hydrant Initiative Project. The parish's hydrants have now been assessed, and yellow Hs have been marked on roads to show the hydrant positions.

d. Village Tidy Day

12.9.17_6d

- i. Thank you to the three parishioners who attended on 14 October. A small amount of litter was collected.
- ii. CCC's 'Rural Litter Action Guide' on how to respond to litter, fly-tipping and graffiti is now on the CCC website.
- iii. CCC's Environmental Opportunities Fund: this is a small pot of money (£1,500 for the rural area) to which people can apply for funding to help tackle environmental issues. Examples of things that have been funded in the past include litter pickers, hoops and high visibility clothing.
- iv. A parishioner reported the dog waste bin near the Village Hall is difficult to open and in need of attention. Clerk has informed CCC of damaged bin, ref. 485610. A councillor recently reported the bin to CCC as full and it was emptied promptly.

e. Signs

12.9.17_6e

- i. **Repair of old Bossingham village sign:**
Following the Chairman's initial positive discussion with Ricochet TV, there has been no recent contact.
- ii. **Quotations for Pett Bottom Road Village Gateway signs:**
A quotation has been received from Paul Leary, new schemes project manager for the Canterbury district at KCC, plus a second independent quote. It was agreed that the cost is too high for the Parish Council to fund in full. Clerk will establish if any donations are forthcoming, and if any suitable grants are available to apply for, eg. CCC Members Grant, CCC RAMP funding, CCC Capital Grant. Once funding is in place to enable the work to go ahead, it was agreed to accept KCC's quotation (to ensure correct specification of gateways and road closure management).
- iii. **Parishioner enquiry about possibility of 'Upper Hardres' sign:**
A parishioner has made enquiries with KCC about the installation of an Upper Hardres sign. This would need to be paid for by the parish and a quotation has been requested from KCC but not received in time for this meeting. After discussion about where a sign(s) would be best positioned, and due to lack of PC funds to purchase further signs, it was agreed not to investigate this matter further.

f. 2018/19 Budget and 2018/19 Precept request

12.9.17_fi

The 2018/19 Council Tax Support Grant from CCC will be £15.68. UHPC is minded to apply for a Precept of £4,584.32 (totaling £4600.00). Precept to be applied for by 31 December.

g. Bossingham Village Hall

12.9.17_fii

- i. BVH Management Committee meeting was held on 12.10.17. Clerk supplied report, see appendix.
- ii. Repairs to Village Hall - The Management Committee is in contact with their insurers and structural engineer.

h. Clerk's Salary - NALC and SLCC National Salary Award 2017/18:

On 1 April 2017, hourly rate increased from to £8.87ph (6 hrs pw (£53.22) x 50 weeks pa = £2,661.00)
It was agreed to pay backdated salary owing to clerk for 1 April - 30 September 2017 of £22.96.

i. Clerk and Councillor Training/CPD

- i. Clerk attended KALC Clerks' Conference on 14 Sept. Training modules were useful. -
- ii. Clerk registered for CiLCA course 4 October 2017. Deadline to submit portfolio is 4.10.18.

j. Review of order of Agenda and Agenda headings

New Agenda format proposed by the Clerk was approved.

k. KALC Community Award Scheme 2018

It was agreed to adopt the KALC Community Award Scheme 2018. Possible recipients were discussed and one parishioner will be nominated for a 2018 award.

l. Bossingham Youth Club

Claire Champion, who managed Bossingham Youth Club for several years, has held remaining youth club funds in the hope someone would resurrect it. No-one has come forward and she is closing account. The sum of £233.41 has been received (same amount to SMPC) as refund of hall hire monies paid but unused.

7. CLERK

a. Statement of Accounts at 21 November 2017

12.9.17_7a

Current account: £ 1,450.32 (plus iro £1,540 to be reclaimed in vat)
Deposit account: £16,999.75 (of which, Playing Field Depreciation Fund: £2521. Playing Field petty cash: £18.82)

b. Income Report

Youth Club Return of hall hire donation £ 233.21 12.9.17_7b
BVH Grounds maintenance contr. (1/2) £ 612.00 awaiting payment

c. Expenditure Report

12.9.17_7c

A Loft Playing Field m'nance, goal post fitting £ 200.00 (Playing Field reserves)
SLCC CiLCA course fee £ 250.00
Play Inspection Co Annual Playing Field inspection £ 180.00 vat £30.00
Wraights Grounds Maintenance August £ 244.80 vat £40.80
Wraights Grounds Maintenance Sept £ 244.80 vat £40.80
C Hamilton Salary 2/4 £ 653.77
Boss. Groundworks Basketball surface & hoop fitting £3,840.00 vat £640.00 (Playing Field res.)

d. Approve Expenditure

BVH For defib case annual electricity £ 20.00
BVH Annual hall hire £ 119.00
C Hamilton Back-pay to 1 April £ 22.96
C Hamilton Salary 3/4 £ 665.25
Wraights Grounds Maintenance Oct £ 244.80 vat £40.80
Wraights Grounds Maintenance Nov £ 244.80 vat £40.80
Wraights Grounds Maintenance Dec £ 244.80 vat £40.80
Transfer approved of £1,000 from Deposit a/c to Current a/c to cover expenditure up to financial year end.
Expenditure Proposed: Nick Waldron. Seconded: Janice Rosen.

e. CCC Concurrent Functions Funding Agreement

Documents requested in Concurrent Functions Funding Agreement were supplied to CCC on 26.9.17.

f. Annual VAT reclaim submission due end of November:

1.12.16 to 30.11.17 - iro £1,540.

g. Correspondence received

12.9.17_7f

As listed in weekly Clerk's Update emails.
From KALC: Preparing for the General Data Protection Regulation (GDPR).
From KCC Highways: KCC Highways Parish Seminars 2017 - Highways presentations.

8. COUNCILLORS

a. Highways

12.9.17_8a

- i. **Enquiry 276030** Rectory Lane/Bursted Hill resurfacing, Road closed for works for 5 days commencing 17 July. Status - works complete
- ii. **Enquiry 305760** Follow up to 276030. Nick Waldron met a representative of KCC Highways and pointed out unsatisfactory repairs. The rep found the repairs to be satisfactory and 3

- iii. **Enquiry 310713** suggested the PC contact the KCC 'thin surfacing team' next time repairs are needed. Nick will photograph the current repairs in order to monitor deterioration. Flyposting/Advertising query: As the signs are on private land they are not KCC's responsibility. KCC suggested the signs may be in breach of CCC planning regulations if larger than the permitted 0.3m - 0.6m. Photographs to be submitted to CCC Development Management.
- iv. **Enquiry 313713** Large vehicle access to development site at Dene Farm, Manns Hill - see Appendix for information from Highways.

- b. **Potholes** 12.9.17_8b
Parishioners are encouraged to report potholes direct to KCC at:
<http://www.kent.gov.uk/roads-and-travel/report-a-problem>
- c. **Footpath Warden Rob Veltman** 12.9.17_8c
Notice at Scout Hut - deferred to next meeting.
- d. **Tree Warden John Pitcher** 12.9.17_8d
Nothing to report.

9. PLANNING APPLICATIONS 12.9.17_9

CCC no longer issue paper plans. Please view planning applications online at:

<https://publicaccess.canterbury.gov.uk/online-applications/search.do?action=simple>

- a. **17/02560 Two Acres, Hardres Court Road, Bossingham, Upper Hardres CT4 6EA** CCC 8.12.17
Proposed five two-storey detached dwellings with associated garages following demolition of detached dwelling and outbuilding (previous application CA/14/02317/FUL for erection of three new dwellings and outbuilding, the subdivision of an existing dwelling into two dwellings and associated landscaping was GRANTED by CCC in February 2015)
- b. **17/02452 Lynsore Court Cottage, Pett Bottom Road, Upper Hardres CT4 6EE** CCC 8.12.17
Retrospective application for proposed holiday accommodation
- c. **17/02505 Staddlecombe, Pett Bottom Road, Upper Hardres CT4 5PE** CCC 1.12.17
Proposed change of use from Pottery Studio to ancillary accommodation
- d. **17/02121 Elm Lodge, Manns Hill, Bossingham CT4 6ED** UHPC Acceptable CCC GRANTED
Variation of condition 02 (drawings) of planning permission CA/17/00258/FUL for proposed two-storey detached dwelling following demolition of existing single-storey dwelling to allow addition of garage/carport
- e. **17/02100 Land at Homeside Farmhouse, The Street, Bossingham CT4 6DX** UHPC Acceptable CCC GRANTED
Proposed erection of a two-storey dwelling with garage; detached double garage and alterations to Homeside Farmhouse to allow access to new dwelling (previous application CA/12/01405 for erection of detached dwelling and garage was GRANTED by CCC on 26 Sept 2014)
- f. **17/02122 2 Stable Cottages, Upper Hardres CT4 6EN** UHPC Acceptable CCC GRANTED
Proposed single-storey side extension
- g. **17/01917 Land at Lower Hardres** UHPC Should be refused CCC WITHDRAWN
Erection of 32 metre high pine tree telecommunications mast together with associated works
- h. **16/02797 APPEAL Little Burstard Farm, Pett Bottom Road, Bossingham CT4 6EQ** CCC REFUSED
Appeal lodged regarding application 16/02797, proposed change of use of existing barn to single dwelling

10. PROPOSED WORK TO TREES IN A CONSERVATION AREA None notified 12.9.17_10

11. FOR INFORMATION 12.9.17_11

- i. **Remembrance Sunday Service on 12.11.17** was well attended.

Being no further business, the meeting closed at 10pm.

Next meeting

9 January 2018, 7.30pm. 2018 meeting dates - 9 January, 13 March, 8 May (AGM), 22 May (APM), 10 July, 11 Sept, 13 Nov.

Signed Steve Rayner, *Chairman*, 9 January 2018

APPENDIX

6a. Playing Field basketball hoop and mini court installation, Sept 2017



6g. Clerk's report to Bossingham Village Hall Management Committee Meeting 12.10.17

Cracked wall - The next PC meeting is on 21 November. I look forward to hearing the latest on the situation.

Defibrillator - The defibrillator cabinet fitter estimated the cabinet will use approx. £20 of electricity per annum. If that amount is acceptable to you, I'll arrange a payment.

Hall hire - The PC's annual hall hire is due for payment in January. Booking for 2017 was £119 - are rates the same for 2018?

Grounds Maintenance - Wraight's will be on-site during the week commencing 23 October to tidy the hedges for winter and work on the borders in front of the hall. I'll be sending an invoice for £612 which is the Village Hall's first of two annual grounds maintenance contributions (grounds maintenance fees per annum = £2448 (ex. vat), split 50/50 UHPC/BVH = £1224 each pa).

8a. Enquiry 313713 - Large vehicle access to development site at Dene Farm, Manns Hill

Response from KCC Highways:

There do not appear to be any weight limits, or other restrictions, limiting access on The Street or The Terrace. However, the developer should have been notified of suitable routes and vehicles to use during the planning process. The Highway Authority were not actually consulted on this application during the planning process, so this is the first time we have viewed these proposals. I have copied in the local planning authority, Canterbury City Council (CCC), who determined the application and applied a planning condition (5) for a Construction Environmental Management Plan (CEMP). The CEMP condition stated the following:

No development shall take place until a Construction Environmental Management Plan, which shall include the following details:

- Routing of construction and delivery vehicles to/from site
- Parking and turning areas for construction and delivery vehicles and site personnel
- Timing of deliveries
- Details of site access point(s) for construction
- Dust control measures
- Site operation times between 0730 - 1800 Monday to Friday, 0800 - 1300 Saturday and at no time on a Sunday or Bank Holiday unless in association with an emergency
- Demolition and construction waste - storage and removal
- Temporary traffic management/signage
- Details of wheel washing facilities prior to commencement of spoil removal on site and for the duration of spoil removal

A route suitable for the construction vehicles should have been agreed when condition 5 was discharged, it may be that the applicants are in breach of this planning condition. CCC would be responsible for ensuring that the details within the planning condition are adhered to, and provide necessary enforcement.

Ryan Shiel | Senior Transport and Development Planner | Highways and Transportation | Kent County Council | Ashford Highway Depot, 4 Javelin Way, Henwood Industrial Estate, Ashford, Kent, TN24 8AD | 03000 418181 |

Response from CCC -

Dear Mr Shiel and Mrs Hamilton,

Thank you for your e-mail. The Council's records show that the Construction Environmental Management Plan (CEMP) was discharged under planning reference CA/17/01110. Under paragraph 4.4 of that document (Vehicle delivery route) it states that, "There are no Canterbury City restrictions on delivery times or route to the site. Most deliveries will be made from the Canterbury area and so will come from Stone Street. This information is to be provided to all contractors and suppliers."

This application and decision can be viewed on the Council's website at <https://www.canterbury.gov.uk> Because there are no restrictions on the type of vehicle that may make deliveries to or from the site and no specified access route, this activity would not be a breach of planning control. In these circumstances there is no action the Council could take in response to your enquiry. I hope that this information is helpful.

David Bloom

Principal Enforcement Officer, Planning Services, Canterbury City Council, Tel: 01227 862164, www.canterbury.gov.uk/planning