

# Upper Hardres Parish Council

MINUTES of meeting held at Bossingham Village Hall on Tuesday 9 January 2018, 7.30pm

1. **ATTENDANCE AND APOLOGIES FOR ABSENCE** 21.11.17\_1  
Attending: *Councillors* Steve Rayner, Angela Waldron, Janice Rosen, Paul Gordon, Nick Waldron, *Clerk* Clare Hamilton, and 20 parishioners. There were no apologies.
2. **ACCEPTANCE OF MINUTES OF PREVIOUS MEETING** 21.11.17\_2  
Minutes of the meeting held on 21 November 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** 21.11.17\_3  
Item 6.3, CA/17/02560 - Angela Waldron, Nick Waldron.
4. **PUBLIC PARTICIPATION RE. AGENDA ITEMS & OTHER MATTERS OF MUTUAL INTEREST** 21.11.17\_4  
The Chairman invited members of the public to speak and set a time limit of 15 minutes for this session, which was allowed to over-run.
  - 4.1 **Housing Needs Survey (HNS)** - A parishioner queried the delay in commissioning the HNS. Councillors explained that, following the vote at the UHPC meeting on 21.11.17 to commission the HNS, further discussion later in that meeting raised further questions and their understanding of the HNS at the time of the vote was deemed insufficient. Councillors then agreed they needed more time to conduct further research into the HNS and it was agreed to postpone further commitment to it until after the Public Consultation on 30 November (*Minutes 21.11.17\_3*).

Action for Communities in Rural Kent (ACRK) could not start the HNS until February at the earliest, and councillors have used this time to carry out further research into its implications. As the HNS is directly linked to the proposal for the site behind the Scout Hut on Manns Hill, councillors feel it is biased towards this one particular proposal and are considering if this is right for the long-term good of the parish.

A parishioner suggested the PC could carry out its own housing needs survey, unbiased towards this one proposal, or an individual could carry out an independent survey. As the ACRK HNS would be eligible for consideration by CCC Planning Department for 5 years, the clerk will establish if a PC-led or an independent-led survey would have the same authority. Past parish surveys have had a very low response rate (eg.19% for 2015 Parish Appraisal, with only 29 questionnaires returned out of 150 delivered) therefore any survey would require a high response rate to be truly representative.
  - 4.2 **\* Eligibility of parishioners of Upper Hardres for consideration for shared ownership housing in Brambleton Close, Stelling Minnis** - At the UHPC meeting on 21.11.17, it was understood from Alison Thompson of English Rural Housing that Upper Hardres parish residents would not be considered for the shared ownership properties at Brambleton Close, Stelling Minnis, due to the CCC/Shepway border.

**\*Clarification** from A Thompson, English Rural Housing Asso: *'it is not that English Rural "would not consider residents of Upper Hardres for the Stelling Minnis scheme", the section 106 planning agreement does not include Upper Hardres as a neighbouring parish and so legally those residents cannot be considered. If Stelling Minnis Parish Council and Shepway District Council are agreeable to support a variation to the 106 agreement to now include Upper Hardres, English Rural would be happy to agree.'*

Since that meeting, councillor Paul Gordon has contacted Adrian Hammond, the Shepway Strategic Housing Manager, regarding access to the shared ownership properties in Stelling Minnis, who confirmed priority will be given to those living and/or working within Stelling Minnis, but has no objection to the cascade including Upper Hardres Parish despite being under CCC rather than Shepway.

In the first instance, Adrian Hammond suggested UHPC makes contact with Stelling Minnis PC to ask if they are happy for our parishioners to be considered. Clerk to contact SMPC chairman and clerk.
  - 4.3 **No. 18 Stagecoach bus service** - No information regarding the rumoured cutting of this essential bus service has been received. This service is essential for residents of all ages. Clerk to investigate.
5. **MATTERS ARISING** from meeting held on 21.11.17. None. 21.11.17\_5
6. **DEVELOPMENT MANAGEMENT & PLANNING APPLICATIONS** 21.11.17\_9  
CCC no longer issue paper plans. Planning applications may be viewed online at:  
<https://publicaccess.canterbury.gov.uk/online-applications/search.do?action=simple>
- 6.1 **Feedback from Public Consultation held on 30.11.17 and Housing Needs Survey** - See 4.1.  
Illustrations presented at Public Consultation were felt to have lacked detail.  
Analysis of the Hobbs Parker Questionnaire issued at the Public Consultation received 9.1.18. 1/4

**\*Stonegate Farm development** - In light of item 4.2, the affordable housing quota at this development, if adhered to, may meet the need for Stelling Minnis and Upper Hardres parishes.

**\*Clarification** from A Thompson, English Rural Housing Asso.: *'the Stonegate development; the affordable housing on a brownfield open market development would usually be general needs - i.e. available to anyone on Shepway's housing register. There will need to be a Local Lettings Plan in place for priority to be given to local residents of Stelling Minnis and Upper Hardres.'*

**\*Affordability** - Councillors feel English Rural's rent/shared ownership charges are not the most affordable and would like to consider approaching other companies.

**\*Clarification** from A Thompson, English Rural Housing Asso.: *'English Rural's current affordable rent level of up to 80% of open market rent is in line with Government funding requirements and every housing association is subject to these. English Rural's model of shared ownership is nearly always more financially viable for purchasers than other housing association models, because we charge little or no rent on the unsold equity.'*

In summary, UHPC is not against development, and accepts the need for truly affordable housing for all. It is striving to ensure 'the right thing in the right place' for the long-term good of the parish.

The next step will be to communicate latest findings to parishioners at the next PC meeting on 13 March, or if considered necessary, at an Extraordinary Meeting which would be publicised on the UHPC website, noticeboards, and by email.

- 6.2 **17/02837 Tudor Cottage, The Street, Bossingham, Upper Hardres CT4 6DY**  
Proposed two-storey rear extension.  
**Comments to CCC by 26 January 2018**
- 6.3 **17/02560 Two Acres, Hardres Court Road, Bossingham, Upper Hardres CT4 6EA**  
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)  
**CCC Registered UHPC - Acceptable (2 abstentions)**
- 6.4 **17/02452 Lynsore Court Cottage, Pett Bottom Road, Upper Hardres CT4 6EE**  
Retrospective application for proposed holiday accommodation  
**CCC Registered UHPC - Acceptable**
- 6.5 **17/02505 Staddlecombe, Pett Bottom Road, Upper Hardres CT4**  
Proposed change of use from Pottery Studio to ancillary accommodation  
**CCC GRANTED UHPC - Acceptable**
- 6.6 **17/02121 Elm Lodge, Manns Hill, Bossingham CT4 6ED**  
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  
**CCC GRANTED UHPC - Acceptable**
- 6.7 **17/02100 Land at Homeside Farmhouse, The Street, Bossingham CT4 6DX**  
Proposed erection of a two-storey dwelling with garage; detached double garage and alterations to Homeside Farmhouse to allow access to new dwelling (previous planning application CA/12/01405 for erection of detached dwelling and garage was Granted by CCC on 26 Sept 2014)  
**CCC GRANTED UHPC - Acceptable**
- 6.8 **17/02122 2 Stable Cottages, Upper Hardres CT4 6EN**  
Proposed single-storey side extension  
**CCC GRANTED UHPC - Acceptable**
7. **PROPOSED WORK TO TREES IN A CONSERVATION AREA** 21.11.17\_10  
None notified.
8. **HIGHWAYS**
- 8.1 To receive update on enquiry CCC14411, flyposting/Advertising query. 21.11.17\_8a  
Email received 22.12.17 from David Bloom, Principal Enforcement Officer, CCC Planning Services:  
*I write further to those matters raised in my previous e-mail to confirm that the advertisement that was being displayed on the barn roof has now been painted over in its entirety. Initially the letters had only been painted out to leave a patchy appearance which was not sufficient to resolve the matter. However, now that this work*

has been completed, the enforcement file has been closed on this case. I can also confirm that having carried out a site visit, all unauthorised advertisements have been removed from the area (including a banner advertisement located opposite Walnut Tree Cottage).

Concerned parishioners have been informed.

- 8.2 **Sign post** at junction of Hardres Court Rd/Lime Kiln Lane is twisted and damaged. Clerk to report to KCC.
- 8.3 **Pavement** between Village Hall and School reported as being slippery due to debris. Clerk to report to KCC.
- 8.4 **Construction vehicles** accessing the development at Dene Farm are thought to be causing damage to verges on Manns Hill, and mud from the vehicles' wheels is being deposited on the road making driving conditions hazardous. It would appear this site does not have the expected wheel washing facilities. Clerk to check Planning Conditions and report to CCC Planning Enforcement.
- 8.5 **Potholes** Information on Potholes to be reported to KCC 21.11.17\_8b  
*Parishioners may report potholes directly to KCC: <http://www.kent.gov.uk/roads-and-travel/report-a-problem>*

## 9. REPORTS

- 9.1 **Footpath Warden** To receive report from Rob Veltman, parish Footpath Warden 21.11.17\_8c  
 Nothing to report.
- 9.2 **Tree Warden** To receive report from John Pitcher, parish Tree Warden 12.9.17\_8c  
 Kent Tree & Pond Warden - Request for annual funding from Parish Councils iro £25. It was agreed not to fund this at the present time.  
 Oak tree at junction of Manns Hill and The Street - this has been attended to by KCC. An independent tree surgeon contacted the clerk on 14.12.17 with concern that the treatment is too severe for the condition of the tree. KCC originally stated 10% would be removed, but tree surgeon feels that with approx. 40% removed, it is a 'tree cutting' job rather than 'tree surgery'. Clerk followed up with KCC, no response yet. Condition to be monitored.
- 9.3 **Kent Fire & Rescue Service** 21.11.17\_6c  
 Notification received 14.12.17 from Steven Lewis, Resilience Manager, Operational Planning, Kent Fire & Rescue Service (01622 692121 x6857) that his team tested and marked all fire hydrants in Upper Hardres in September 2017. Any remedial work required was picked up by the team.
- 9.4 **PCSO**  
 See Appendix

## 10. FINANCES

- 10.1 **Statement of Accounts** 21.11.17\_7a  
 Report of accounts at 09 January 2018:  
 Current account: £ 2,141.03  
 Deposit account: £17,002.45 *(of which, Playing Field Depreciation Fund: £2,521. Playing Field petty cash held: £18.82)*
- 10.2 **Income Report** 21.11.17\_7b  
 Report of income received since last meeting:
- |          |                                  |           |  |
|----------|----------------------------------|-----------|--|
| HMRC     | Annual Vat reclaim               | £1,712.32 |  |
| BVH      | Grounds M'nance contribution 1/2 | £ 612.00  |  |
| Barclays | Interest on deposit acc Nov 17   | £ 2.70    | <i>Interest reintroduced in Nov 17</i> |
- 10.3 **Expenditure Report** 21.11.17\_7c  
 Report on expenditure since last meeting:
- |            |                                   |          |                   |
|------------|-----------------------------------|----------|-------------------|
| 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 | <i>vat £40.80</i> |
| Wraights   | Grounds Maintenance Nov           | £ 244.80 | <i>vat £40.80</i> |
| Wraights   | Grounds Maintenance Dec           | £ 244.80 | <i>vat £40.80</i> |
| SLCC       | Annual subscription               | £ 72.00  | <i>vat £12.00</i> |
- 10.4 **Approve Expenditure** 21.11.17\_7d  
 Approval of expenditure due before next meeting:
- |          |                         |          |                   |
|----------|-------------------------|----------|-------------------|
| Wraights | Grounds Maintenance Jan | £ 244.80 | <i>vat £40.80</i> |
| Wraights | Grounds Maintenance Feb | £ 244.80 | <i>vat £40.80</i> |
- Expenditure Proposed by: Paul Gordon. Seconded by: Angela Waldron.

- 10.5 **2018/19 Precept request** 21.11.17\_6f  
 CCC confirmed UHPC will receive the following Precept, as requested, for financial year 2018/19:  
 Precept £4,584.32 + Council Tax Support Grant £15.68 = £4600.00.
- 10.6 **Appointment of External Auditor 2017/18**  
 Notice received on 21.11.17 from Smaller Authorities' Audit Appointments Ltd of appointment of PKF Littlejohn LLP as UHPC's external auditor 2018/19. Clerk has registered for their information webinar on Tuesday 23<sup>rd</sup> January at 11am-12.30pm.
11. **BOSSINGHAM PLAYING FIELD** 21.11.17\_6a
- 11.1 **Inspections** - David Webb has kindly volunteered to carry out the weekly playing field inspections and is submitting reports to the clerk. The old goal posts are stored at the side of the Village Hall and Paul Gordon volunteered to remove them.
- 11.2 **Grounds Maintenance** - contractor has been asked to consider ways costs can be reduced in the next financial year, eg. by leaving out one/two months of winter visits.
12. **VILLAGE TIDY DAY** 21.11.17\_6d
- 12.1 To arrange date at next meeting.
13. **SIGNS** 21.11.17\_6e
- 13.1 **Bossingham village sign** - No contact since last meeting from Ricochet. A parishioner kindly offered to arrange the repair with a blacksmith and Nick Waldron will deliver sign to him.
- 13.2 **Village gateway signs** - Quotation from KCC Highways is £2,582 and councillors feel this project should be funded entirely by grants and contributions. The parishioner who requested the gateways indicated they may make a financial contribution and the chairman will contact them to discuss. An application has been made to Michael Northey's KCC Members' Grant for funds. The clerk will also apply to CCC for AMP funding. The next application round for the CCC Parish Council Capital Grants Scheme is towards the end of 2018.
14. **BOSSINGHAM VILLAGE HALL** 21.11.17\_6f
- 14.1 **Works to hall** - BVHMC received an initial report from their insurance company stating subsidence may be due to a cracked drain or roots from the oak tree. Further investigations are being carried out to determine the actual cause.
- 14.2 **Car park** - Commercial repair work was recently carried out on a vehicle on the car park. Permission should be sought from the PC before any work of this nature is carried out on the car park and the chairman will include this request in his next Hardres & Stelling News article.
15. **CORRESPONDENCE** 21.11.17\_7f
- 15.1 As circulated to councillors in weekly Clerk's Update emails
16. **FOR INFORMATION** 21.11.17\_11
- 16.1 **Appointment of Data Protection Officer** - From 25 May 2018, PCs need to appoint a Data Protection Officer. Awaiting further information from NALC.
- 16.2 **Partial Review of Kent Minerals and Waste Local Plan** - KCC welcomes your views on the Mineral Site Options, the proposed changes to the Plan's policies for waste management and minor clarification to the safeguarding policies. The consultation closes on 29<sup>th</sup> March 2018. Comments can be submitted using the online form, by post or by email to [mwlp@kent.gov.uk](mailto:mwlp@kent.gov.uk). The consultation portal is at the following link: [http://consult.kent.gov.uk/portal/mwcs/early\\_partial\\_review\\_2017/early\\_partial\\_review\\_2017](http://consult.kent.gov.uk/portal/mwcs/early_partial_review_2017/early_partial_review_2017).

Being no further business, the meeting closed at 9.30pm.

**Next meeting**

**13 March 2018, 7.30pm.**

*Further meeting dates: 8 May (Annual Meeting of the PC (AGM) followed by Ordinary Meeting), 22 May (APM), 10 July, 11 Sept, 13 Nov.*

Signed ..... Steve Rayner, *Chairman*, 13 March 2018

## APPENDIX

### 9.4 Report from PCSO Gavin Dodwell 46057923

Report for Chartham, Petham, Waltham, Bossingham and Upper/Lower Hardres areas 01/12/2017 to 31/12/2017:

#### CRIME REPORT INCIDENTS:

Criminal damage – Chartham and Waltham

Burglary – Chartham and Pett Bottom. (various sheds in Chartham)

#### POLICE RELATED INCIDENTS:

Poaching – Bossingham; Suspect Events – Petham; Stray animal – Stone Street; Nuisance vehicle – Chartham

Abandoned vehicle - Pett Bottom

Canterbury Police is appealing to all residents, to ensure that they keep their homes safe.

- Keep front, patio and back doors closed and locked when you are elsewhere in the house or in the garden.

- Ensure that all windows and external doors are not only closed but locked at night or when you are out of the house.

Even a small window could provide a burglar with an opportunity to reach through and open a larger window to gain access.

PCSO Nathan MULLINS has left to join the Police. PCSO Amy BURNINGHAM has joined me in the rural community.  
Gavin & Amy