

KINGSNORTH PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 10th July 2018

At the Kingsnorth Pavilion, Church Hill, Kingsnorth from 19.00

Present: Cllr Alison Breese (Chair), Cllr Anne Luery, Cllr Patricia Moss, Cllr Stephen Dehnel, Cllr Shelley Barber, Cllr Aline Hicks (arrived at 20.10), Cllr Jim Wedgbury

Also in attendance: Christine Drury - Assistant Clerk (Finance), Marie Russell - Assistant Clerk (Admin), David Jenkins – (Caretaker)

Paul Bartlett, Brad Bradford and 7 member of the public (incl Mike Ciconne)

19.00 The Chair welcomed the Parish and Borough Councillors to the Parish Council meeting.

1. Apologies

Parish Clerk-Len Bunn, PCSO-Anne Martin, Cllr John Holland

2. Declarations Of Interest

PM is related to KRCT trustee (Chair)

3. Open Forum

None

4. Community Wardens and PCSO Reports

Community Warden did not attend.

PCSO - Sent Report by Email

Hello Everyone,

Calls coming in regarding nuisance bikes have fallen in the Kingsnorth area, however in other parts of the Ashford district it's starting up again. We are monitoring the situation. Patrolling troublesome areas and dealing with any issues robustly.

On Saturday 1st June a colleague and I attended Furley Park Primary School Summer Fete. We took a Police car and met with many children and their parents. It was a lovely afternoon and a good time was had by all. We also attended Armed Forces Day in Victoria Park and the Kennington Fete too.

There is nothing further to report at this time.

PCSO 59654 Martin

5. Borough & County Councillors Reports

Paul Bartlett's Update

I've had a number of reports about anti-social behavior on Bridgefield. I think the important thing is that we have to make sure we report all the incidents and gather evidence.

Reports of HGV's inappropriately using Violet Way now this is not my patch but I don't really believe there's much that can be done about it. You can't really control the fact that HGV's are going to use it because its good access to the A2070 so it's my intension to pass that over to Mike Angell.

Final point is that we had a draft view from the inspector on the Local Plan and I've read it through and there is no reference to any of the Kingsnorth sites, unless I've missed a reference. I spoke to Simon and he said if no Kingsnorth sites are referenced then 'he' (the inspector) is ok with them. 5 year land supply not a problem, everything's fine. Gladman's have withdrawn 3 of their 4 developments, still got Kennington but Pluckley's gone, Charing's gone, Braebourne's gone.

AB Transport and Buses, KCC are trying to engage with the public but I don't think that people have the time etc. to engage.

PB the Transport meeting is next Tuesday (17th July) so anyone who has anything to say about buses can drop me an email by close of play on Monday (16th July). I have had feedback about buses but only about the B route through Bridgefield and the fact that the Little & Often buses have been replaced by big buses. That is a Stagecoach decision, we don't like it but they've made it. I suspect that the Transport meeting next Tuesday is likely to be a lot about the Little & Often buses and how good people thought they were.

SD can I just make an observation on the Gladmans case? I think because the Council has stood its ground it's sent a very clear message to the developers that we are prepared to resource the fighting of an appeal.

Brad Bradford's Update

On the subject of the Little & Often buses, Stagecoach nationally had a pilot for those mini buses and Ashford applied for them and stagecoach sent them all to Ashford that was wonderful as the pollution level of them is massively less than the bigger buses. The fact that they've gone is a commercial decision by Stagecoach. It's not necessarily a bad one in the short or long term, the reason being that they worked here so Stagecoach now want to see if they work in other areas too.

AB So they piloted it really?

BB well the bus trouble went up massively in Park Farm in particular, because of the frequency of the service, so you got bigger buses but the frequencies were the same and the service so that's because more people are using the buses. In the short term that's not good. Pollution levels are higher. The next big thing in the pipeline is Air Quality, that's coming in the next year or so and we'll be held to account as will the bus companies.

On what PB said about Anti-social behavior this must be reported! We cannot deal with it if it's not reported.

In the next two weeks we're going to open a pilot in Rolvenden for our Community Transport Scheme. The good thing about the scheme they're introducing is it's simple to operate and relies on community organisations wanting to use the vehicle. All Borough Council's may want to consider this.

Jim Wedgbury's Update

Don't forget the festival in the park on 21st. I'm sure this will be a huge success.

I'm working very hard to get a camera on the A2070 if you see anyone driving dangerously please email me (Jim Wedgbury) or Paul Bartlett so that we can gain evidence to help us get a camera put in place.

Park Life are doing an amazing job for fundraising to regenerate the Park Farm Play Area so may I just commend their work.

Stephen Dehnel's Update

Can I just emphasise the 'Report It' function, which will collate and start producing evidence which will give us that ability to start actively acting on complaints such as antisocial behavior, potholes, dog fouling litter etc. It is available on the Ashford Borough Council website and also the App which is now available for smart phones.

6. Approve Minutes of 12th June 2018 (Annual Parish Meeting Minutes and Parish Council Meeting Minutes)

No Amendments to Annual Parish Meeting Minutes – SD proposed, AL seconds – All Agree.

No Amendments to Parish Council Meeting Minutes – SD proposed, AL seconds – All Agree

7. Matters Arising from Previous Minutes not on the Agenda or Action Sheet

None

8. Correspondence

GDPR – the company that maintains our website have provided us with a draft of version of a document that another PC has used and it seem to cover everything we need.

AB I just wanted to know if everyone is happy to use this for our website and adopt this as our Data Protection Policy.

SB Proposed, SD seconds – All Agree

AB the recommendation is then that we use this as our template and instruct MR to type it up.

AB my proposal is also to ask James to review our mobile application to make it user friendly due to feedback we've received.

SD proposed, SB seconds – All agree

AB I circulated a link to the Bridgefield opening for you all and also the award ceremony where Jeff Moorby collected the Civic Award on behalf of his late wife Hilary Moorby.

9. Finance – CD presented the financial report

CD had emailed the Finance Statement to all Parish Councillors prior to meeting. CD states that she had made a few estimates.

Financial statement to 10.7.18

<u>June Income</u>		£	p
MUGA		30.00	
NW int	estimate	0.35	
NW SIBA int	estimate	6.64	
Metro Bank	estimate	11.09	
Total to 30.6.18		48.08	
<u>Balances as at 30.6.18</u>			
Balance at Metro current account	estimate	6235.71	
Balance at Metro reserve account	estimate	65308.01	
Balance at NatWest Direct Reserve a/c	estimate	8313.65	
Balance at NatWest SIBA Account	estimate	118937.44	
NatWest current account	estimate	100.00	
Petty Cash		5.80	
KPC Cash Balance		198900.61	
Bank Reconciliation as at 30.6.18			
Opening Balance from 31.5.18		228971.24	

Plus income during June	44.78
Less expenditure during June	30115.41
Subtotal	198900.61
Plus cheques not presented at 31.5.18 unknown	0.00
Less income not yet credited	0.00
Subtotal	198900.61
Plus income during July	0.00
Less expenditure during July	1222.19
Balance as at 10.7.18	197678.42

Invoices Received & Payments due in June from last meeting date

	Ref	Net £ p	VAT £ p	Total £ p
Crown Gas & Power	DD	59.45	0.00	59.45
P.Moss-APM refreshments	NW1911	89.24	2.68	91.92
Lister Wilder	NW1912	64.75	3.50	20.99
Cancelled	NW1913	0.00	0.00	0.00
Cancelled	NW1914	0.00	0.00	0.00
Employee #1 salary	NW1915	973.07	0.00	973.07
Employee #2 salary	NW1916	651.07	0.00	651.07
L.Bunn - expenses postage	NW1917	16.08	0.00	16.08
H R Services-May - advice	NW1918	300.00	60.00	360.00
BIFFA	DD	108.12	0.00	108.12
M.Russell - expenses Survey	NW1919	29.17	5.83	35.00
C.Drury - expenses postage,etc	NW1920	10.65	0.00	10.65
N W Bank charges	DD	10.00	0.00	10.00
KCC-stationery	NW1921	24.15	4.83	28.98
KRCT-office rent	NW1922	250.00	0.00	250.00
James Lungley - website	NW1923	60.00	0.00	60.00
Gibbs & Son - Playing Field	NW1924	490.00	98.00	588.00
KCC-stationery	NW1925	43.00	8.60	51.60
B T - telephone	DD	203.01	40.60	243.61
		3381.76	224.04	3558.54

Expenditure

1. Funds in SIBA account & direct Reserve account being held in reserve for funding for impact of Village Green, capital cost of Kestrel Park & Bridgefield leisure and recreation areas. This will include cost of staffing and maintenance equipment. Exact figures required will not be known until details of S106 funding are finalised.
2. Southern Electric, Crown, BIFFA - pavilion utilities and refuse clearance.
3. Expenses for refreshments provided at APM
4. Lister Wilder
- 5.HR Services - advice
6. Expenses £35 per month for Masterplan surveymonkey
- 7.KRCT - office rent
8. James Lungley - website maintenance
9. Gibbs & Sons playing field 4 x cuts, strim fence line, cut round trees .

Budget Report for 2018/2019

Income to 10.7.18	Budget 2018/19	YTD	Variance
Precept	210570	105285	105285
Grants	4580	2290	2290
Interest	100	50	50
Pavilion	2000	85	1915
MUGA	2500	109	2391
Functions	150	0	150
Other (Kestrel Park Grant)	9100	1288	7812
Sub Total	229000	109107	119893
VAT reclaim	0	0	0
Total	229000	109107	119893

Expenditure to 30.4.18	Budget 2018/19	YTD	Variance
Salaries	112000	21641	90359
Section 137	1000	0	1000
Communications	4000	631	3369
General Admin	17000	3350	13650
Subscriptions	1350	55	1295
KRCT - Rec Centre	10000	72	9928
Maint & Repair - Other	6000	138	5862
Maint & Repair - Pl/Field	5500	1540	3960
Playing Field Improvements	2000	0	2000
Other	100	0	100
Travel	50	0	50
Pavilion	10000	4210	5790
MUGA	500	0	500
Maintenance Team	5500	3359	2141
Capital/Asset	30000	18624	11376
Kingsnorth Conservation Area	5000	0	5000
Kingsnorth Facility Upgrade	15000	0	15000
Parish Office	4000	1000	3000
Sub Total	229000	54620	174380
Reclaimable VAT	0	5261	-5261
Total	229000	59881	169119

AB can I just raise something on Finance, we are down to three signatories which is causing some problems. One thing I'd like to move is that we formally change our bank mandate and we need to agree who the additional signatory will be. I think we should have two additional signatories. Who would be happy to become signatories?

JW and PM agree to be signatories.

AB proposed the finance report and SB Seconds

10. Planning

APPLICATION NUMBER: 18/00792/AS

ADDRESS: 7 PENN HILL, KINGSNORTH, ASHFORD, KENT, TN23 5UG

APPLICANT: MR C GASSON

PROPOSAL: ERECTION OF REAR CONSERVATORY

WARD: WASHFORD

OFFICER NAME: TONY JARVIS

COMMENTS TO BE SUBMITTED BY: 29TH JUNE (EXTENSION REQUESTED TO 12TH JULY)

COMMENTS: SUPPORT - NO OBJECTIONS TO THIS CONSERVATORY AT REAR OF DWELLING

APPLICATION NUMBER: 18/00773/AS

ADDRESS: SHIPLEY HATCH, ASHFORD ROAD, KINGSNORTH, ASHFORD, KENT TN23 3EW

APPLICANT: MR BARRY CLEMENTS

PROPOSAL: REPLACEMENT OF TIMBER FRAME LATTICE LEAD WINDOWS TO TIMBER FRAME SASH WINDOWS ON FRONT ELEVATION, REPLACEMENT PROCH CANOPY ON FRONT ELEVATION (RETROSPECTIVE)

WARD: WEALD EAST

OFFICER NAME: SARAH DEE

COMMENTS TO BE SUBMITTED BY: 28TH JUNE (EXTENSION REQUESTED TO 12TH JULY)

COMMENTS: SUPPORT - FINISHED WORK APPEARS TO BE AN IMPROVEMENT FOR DWELLING.

APPLICATION NUMBER: 18/00804/AS

ADDRESS: SHIPLEY HATCH, ASHFORD ROAD, KINGSNORTH, ASHFORD, KENT, TN23 3EW

APPLICANT: MR BARRY CLEMENTS

PROPOSAL: LAWFUL DEVELOPMENT CERTIFICATE – EXISTING – USE OF THE EXISTING GARAGE TO SERVE THE DWELLING.

WARD: WEALD EAST

OFFICER NAME: SALLY HODGSON

COMMENTS TO BE SUBMITTED BY: 30TH JUNE (EXTENSIONS REQUESTED TO 12TH JULY)

COMMENTS: SUPPORT

APPLICATION NUMBER: 18/00883/AS

ADDRESS: UNIT 6, KINGSNORTH IRONWORKS, ASHFORD ROAD, KINGSNORTH, ASHFORD, KENT, TN26 1NJ

APPLICANT: MR ROBERT VEITCH

PROPOSAL: CHANGE OF USE TO A PRIVATE HIRE/TAXI BOOKING OFFICE (USE CLASS B1 (A))

WARD: WEALD EAST

OFFICER NAME: LAURA PAYNE

COMMENTS TO BE SUBMITTED BY: 12TH JULY

COMMENTS: SUPPORT, PROVIDED TAXI'S ARE NOT LOCATED AT THIS SITE. NOTE - THIS APPEARS FOR OFFICE TO BE MANNED 24HRS.

APPLICATION NUMBER: 18/00896/AS

ADDRESS: HAZELWOOD, MAGPIE HALL ROAD, KINGSNORTH, ASHFORD, KENT, TN26 1HF

APPLICANT: MR STEVEN WOODHOUSE

PROPOSAL: INFILL EXTENSION TO FRONT OF PROPERTY, REMOVAL OF EXISTING HIPPED ROOF, REPLACEMENT HIGHER PITCHED ROOF WITH 2 DORMERS TO THE FRONT AND 1 DORMER AND VELUX ROOF WINDOW TO THE REAR, PLUS SIDE FACING OBSCURE GLAZED WINDOW.

WARD: WEALD SOUTH

OFFICER NAME: SIMON MCKAY

COMMENTS TO BE SUBMITTED BY: 13TH JULY

COMMENTS: AGREE PROVIDED HEIGHT OF ROOF IS SIMILAR TO OTHER PROPERTIES ALONG MAGPIE HALL ROAD.

APPLICATION NUMBER: 18/00821/AS

ADDRESS: 25 BLUEBELL ROAD, KINGSNORTH, ASHFORD, KENT, TN23 3NW

APPLICANT: MR & MRS WALLIS

PROPOSAL: PROPOSED GARAGE CONVERSION

WARD: PARK FARM SOUTH

OFFICER NAME: TONY JARVIS

COMMENTS TO BE SUBMITTED BY: 14TH JULY

COMMENTS: SUPPORT – SUBJECT TO DEVELOPMENT NOT INCREASING ON-STREET PARKING ADVERSELY

APPLICATION NUMBER: 18/00936/AS

ADDRESS: 29 CHAFFINCH DRIVE, KINGSNORTH, ASHFORD, KENT, TN23 3QD

APPLICANT: MR KEITH DEAR

PROPOSAL: SINGLE-STOREY REAR AND PART SIDE EXTENSION, TOGETHER WITH CONVERSION OF GARAGE TO HABITABLE ROOM.

WARD: PARK FARM SOUTH

OFFICER NAME: WILLIAM MCKANE

COMMENTS TO BE SUBMITTED BY: 22ND JULY

COMMENTS: IT WOULD BE HELPFUL TO KNOW IF THE GROUND FLOOR BEDROOM IS IN THE FORM OF AN ANNEX. GENERALLY WOULD BE RELUCTANT TO SUPPORT A BEDROOM BEING CONVERTED FROM A GARAGE WHICH IS PART OF A BLOCK OF GARAGES.

APPLICATION NUMBER: 17/01170/AMND/AS

ADDRESS:

APPLICANT:

PROPOSAL: REVISION TO THE LOCATION OF THE ELECTRICITY SUB-STATION WITHIN THE PARKING COURT TO THE REAR OF PLOT 31 IS RELOCATED TO THE SOUTH EASTERN PART OF APPLICATION SITE ON PLANNING PERMISSION 17/01170/AS FOR 346 RESIDENTIAL DWELLINGS, WHICH COMPRISE A MIX OF TWO BEDROOM APARTMENTS, TWO, THREE, FOUR AND FIVE BEDROOM HOUSES WITHIN LAND PARCELS B, C, J & K WITHIN MAIN AAP PHASE 1

WARD: GREAT CHART WITH SINGLETON NORTH

OFFICER NAME: WILLIAM MCKANE

COMMENTS TO BE SUBMITTED BY:

COMMENTS: NO OBJECTIONS, CONSIDERING THIS WILL PROVIDE ELECTRICITY TO THE NEW DWELLINGS.

Minutes & Actions Arising from Committees / Groups

- Local Plan Joint Committee – AB reads out document which AH circulated prior to meeting.

Housing need for Borough needs to be raised from 825 to 888 dwellings pa. It seems that the 50 allowed for a London overflow has now been incorporated into the overall figures

Thus housing shortfall from 2011 increased to 2462 dwellings, we this can be delivered over 7 years not the usual 5yrs.

They conclude we have a 5 year housing land supply of just under 5.2 years.

5 sites to be deleted – A20 corridor S47 S48 S49 and Hothfield S38 and High Halden S58

Residential capacity to be reduced Wittersham S61, and Brook S53, and Aldington S51, S52 and Mersham S59

Smarden allocation to be increased to 50

Hamstreet S31 more specific information needed on layout and community facilities

Review scope of settlements HOU3A.

SD I think what the suggestion was is to put housing down the A20 because they are away from villages and as I understand the inspector isn't happy with that. It is reasonable to say that that report needs to be further analysed and the definitions and implications need to be explored.

- Pavilion, Open Spaces and Playing Field Committee

SD the storage area between the MUGA and Kingsnorth Primary School, there is no legal requirement that states we can or can't do whatever we wish. The Head Teacher also has no problems with us making use of the area but I would like to meet with him soon. The proposition is, subject to the head teacher having a serious genuine issue with it, we should allow the Park Farm Rangers to store their goalposts there. They will then not need an additional container.

AB Could I make a revision to your proposal which is that part of that storage area is for Park Farm Rangers Football club.

SD Do we agree? JW proposed and AL seconds – All Agree

SD Next I'd like to propose that we open the MUGA and leave it open during the school holidays. I'd also like to get a sign saying 'Open for the use of the Public'

JW proposed, AL seconds – All agree

SD next is the footpaths, the paths that we are going to resurface around here. I need to get to the bottom of who the contractor is, who's paid what money and where we are with it.

SD now the bridleway, MC can you jump in here?

MC the bridleway we're talking about is the permissive path that runs from Church Hill to Reeds Crescent. There was a quote for £25,000 (roughly) if they use new material and to re-use material will cost £23,500.

SD therefore if we contribute around £7,000 - £10,000 to that and we then take the contract and take ownership of it. The contractor we already have in place to do the other paths presumably can roll that all into one?

AB we've got the specification so one of the proposals I was going to ask members is that we could either get another quote based on the KCC specification so we can check the quote is good, on the other hand the person who's quoted for KCC who is an approved contractor is willing to contract with us and he could get on with it. Once the bridleway is in place then it will be down to KCC to maintain it.

My proposal is if we are saying one of our top priorities in our business plan is accessibility across the communities and Kingsnorth that path is crucial.

SD what I'm not happy with is us moving the responsibility of maintaining it over to KCC because that won't happen. Why can't we have ownership of it?

AB I think first of all we wouldn't get the protected status.

SD can I propose that we do take on that contract, we facilitate it. We top up the shortfall between £7-£10,000, we commission the work by using existing tenders or getting a contractor to give us a quote.

AB I think we need to formally support the application to KCC and the KCC officer dealing with it that the Parish Council directly commission these works based on the specification. We make a financial contribution up to £7,000, we apply to ABC ward councillors in Kingsnorth for contributions towards these costs (if possible) and that the commissioning of these works is delegated to the parish clerk to oversee. **All Agreed**

SD Bins – bins are not fit for purpose.

AB another Biffa Bin which is rented rather than a litter bin for the Kingsnorth field. Which budget do we take it from? All agreed the hire of an additional Biffa Bin.

CD would be from the Capital Budget

Member of public speaks regarding the state of the bin at the Moat (Park Farm Play Area) and the new bin which is to go into Bridgefield. How do I monitor the progress on the bins down at the Moat?

SD I'm going to send an email to the responsible officer and ask her for immediate action. **SD hands his contact details to member of the public to keep her updated on the bins at the Moat.**

AB the other thing I'd like to ensure (and SB I'll rely on you to give feedback) is that when people start using the BBQ's which have been placed over Bridgefield we review the type of bins we need.

AB speaks about land which has been put up for sale on Church Hill. I'm interested in your views whether or not we might be interested in that piece of land for our allotments or a community garden etc.

SB I don't think it's right for us. It's not a good use of money for the residents.

JW I was going to say similar to SB

AL I agree with SB and JW plus we need to think about parking.

PM I don't think we should purchase it

SD I'm on the other side of the fence, I think it could be a very valuable asset and be used to the community's advantage.

AH we would still need to use shared access, on reflection I don't think this is the correct type of land for us.

- **Staffing Committee**

AB Recommendations of the Staffing Committee was to approve the adoption of the Disciplinary Policy and procedures and we selected for recommendation to a full parish council the one that's provided on the Kingsnorth Parish Council headed paper which was produced by our HR consultants. Is everyone happy with that?

JW proposed and SD seconds – all agree

Our second recommendation is that we use the current Grievance Procedure as set out in our standing orders, we reformat it to be in the same style as the policy we've just approved and it is also to be inserted into the staff handbook.

JW proposed and AL seconds – all agree

Our third recommendation is that we adopt the Sickness and Absence Policy using the policy produced by our HR consultants.

JW proposed and PM seconds – all agree

Our fourth recommendation is that we approve the format of the staff handbook and we populate it with the policies that have been approved and update it with any new policies.

JW proposed and PM seconds – all agree

Items for Next Agenda

None

Meeting was closed to general public at 20.20 and moved into closed session

Next Parish Council Meeting will be Tuesday 14th August 2018 at 19.00 in the Kingsnorth Pavilion

Signature: _____

Date _____