

**LITTLEBOURNE PARISH COUNCIL  
MINUTES OF THE MEETING HELD ON 10 SEPTEMBER 2014**

**Present:** Parish Cllr Vivienne Spratt (Chairman)  
Parish Cllr Mike Gallagher  
Parish Cllr Cate Reid  
Parish Cllr Geoffrey Barrett  
Parish Cllr Geof Welch  
Parish Cllr Betty Jeffries  
Parish Cllr Pam Evans  
Parish Cllr Ken Shaw

Mrs Gail Hubbard, Clerk to the Council  
There were three residents, Mr Quinn, Mr Jones and Mr Higenbottam

**80. CHAIRMAN'S OPENING REMARKS AND APOLOGIES FOR ABSENCE**

The chairman welcomed the residents to the meeting.  
Apologies were received from Cllr Mick Giles (holiday), County Cllr Michael Northey (unwell) and City Cllr Brian Staley (City Council meeting).

**81. DECLARATIONS OF CLLRS INTERESTS AND REQUESTS FOR DISPENSATION**

There were no declarations of interest or requests for dispensations.

**82. MINUTES OF THE MEETING HELD ON 16 JULY 2014**

It was proposed by Cllr Gallagher and seconded by Cllr Reid to accept the Minutes as a true record of the meeting. The minutes were duly signed.

**83. POLICING**

Cllr Welch reported there had been a number of telephone scams in operation, so advised people to be aware.

The problem with dog fouling in Turners Orchard had been brought to both PCSO Elaine Cannadine and Community Warden Gary Moore's attention. Gary is to monitor and more posters are to be put up.

Cllr Reid reported that there had been a dog running loose in the hall car park this morning (10th Sept) with no owner present.

**84. PLANNING ITEM BROUGHT TO THE COUNCIL – MANOR BARN**

Mr Quinn, is a property developer and currently lives in Bekesbourne Lane, he also owns the land and barn opposite his home, where Aviva Stone are currently based. Mr Quinn has permission under application CA/11/01615/FUL for change of use from use class B1/B8 to use class B1 (business) to convert the barn into offices. This was obtained in 2011 but has never been implemented; there is no longer the need for office space in the area and Mr Quinn cannot get funding for such a scheme.

The Council were shown some initial feasibility study layout drawings of the site with a proposed barn style house, office and outbuilding. Mr Quinn proposes to build this for himself, giving him a home, accommodation for his father and an office to base Quinn Estates (which is currently based at Highland Court Farm).

This is a brownfield site, surrounded by open fields, the main concern to LPC would be that further development was allowed in the field. Mr Quinn said he would be happy to sign a covenant against any further development from him; also as this would be his home he would

personally be against further development. He would want to protect the view to the rear of the property and the value of his property.

Mr Quinn said he had consulted with his neighbours over these plans and feedback has been good so far

Mr Quinn said the main house would be lower in height than the current barn, and the site will be screened around the field sides with the use of native hedges, to make it look like a farmstead. The driveway would not be tarmacked, shingle would be used.

The previous application to the change of use and permission for office space was not supported by LPC, concerns were raised about the increased traffic that would be created by the offices. Quinn Estates employ 5 people, Mr Quinn and his other Director (who will buy his current house opposite) will walk to work, giving 3 vehicles to access his offices. Clients and architects rarely visit the offices, they meet onsite generally.

The owner of Aviva Stone is to retire and the remaining works will re-site to Highland Court Farm.

LPC will be shown further plans when they are drawn up. These will all need to be submitted to CCC for full planning permission, at which point the public and LPC would have an opportunity to comment, as in any planning application.

Mr Quinn departed at 7.24pm

#### **85. ADJOURNMENT OF THE MEETING**

There was none.

#### **86. COUNTY COUNCILLORS REPORT**

Cllr Northey had given a brief report to the clerk who read out the following;

There are two things to report: 1. I am pushing hard for the weight restriction in that section of Nargate Street from the A257 to Church Road, and 2, the Chairman will say much more I am sure, but I have done some strong interventions at County Hall this week and it looks as if real progress is being made at last on the Ladybirds lease, with a lot of issues resolved.

#### **87. ALLOTMENTS**

Alan Jones who is acting Chairman for LHS and Colin Higenbottam who is the administrator and now stand in treasurer were in attendance to discuss the new tenancy agreements for the allotments and the keeping of livestock.

It was pointed out that the deposit section would need to be removed from the existing tenants agreements, and only put in for new tenants

Hens are an ancillary item, allotments are primarily for growing. However to put a limit on the number of hens a tenant can keep is hard, plots vary significantly in size. It was agreed to limit the number to 10 hens per family for any new requests (not per tenant as some have several plots). It is also to be stipulated that the remainder of the plot must be cultivated.

Wording regarding any changes to livestock or permanent structures will be altered to read 'can only be made by written consent to the council',

The LHS AGM is to be held on 1<sup>st</sup> November, they will give out the new agreements to all tenants, these, will supersede any previous ones. There will also be a quarterly bulletin, the first will go out in October, this will advise the tenants of the forthcoming new agreement.

Alan Jones showed the council some photos taken of the clearance and levelling of the land that is almost finished. LPC gave funding towards carrying this work out. They are hoping to create 8 mini plots on this area. There are currently 66 plots with 9 people on the waiting list.

Clerk to make changes to agreement and forward to LHS.

The Chairman thanked Alan and Colin for all their work.

Alan and Colin departed at 7.55pm.

## **88. PLANNING**

Planning items on Appendix 2 were noted.

## **89. FINANCE**

- (a) RECEIVED the bank statements for July & August 2014, and RESOLVED the signature of the Chairman thereon;
- (b) NOTED £11.99 was taken from our account by DD on 14<sup>th</sup> August for our 1x1 website
- (c) NOTED £17.96 was taken from our account by DD on 14<sup>th</sup> August for our 1x1 domain
- (d) NOTED £11.99 will be taken from our account by DD on 14<sup>th</sup> September for our 1x1 website
- (e) NOTED the clerk cancelled CHQ3362 which was issued to LHS for £1200, as the cheque was flagged up as not cashed (assumed lost). A replacement CHQ3427 has been issued.

### **AUTHORISATION OF ACCOUNTS**

There were receipts NOTED totalling £1000. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £3980.53 together with Appendix 3a presented at the meeting totalling £2181.11. These were proposed by Cllr Welch and seconded by Cllr Gallagher so it was RESOLVED that the financial matters and accounts, as set out be authorised for payment.

### **CONCURRENT FUNDING**

The figures laid out in Appendix 3b were presented to the Council with a total amount asked for 2014-15 of £19,320. These figures had been compiled at the finance committee meeting held on 5<sup>th</sup> September. Cllr Evans proposed and Cllr Reid seconded to agree to request this amount from CCC.

## **90. CLERK REPORT**

### **CORRESPONDENCE**

- A. Notification was received from the Secretary of State for Transport announcing the governments' response to consultation on options for a new Lower Thames Crossing. The response sets out the decisions government has reached taking into account the numerous and diverse points raised during consultation. Namely, it
- confirms there is a need for a new crossing,
  - advises that, as there is as yet no clear preference, government will develop and appraise route options for both location options A and C before choosing where to site a new crossing. (Option A is at the existing crossing and Option C is a new link connecting the A2/M2 with the A13 and M25), and
  - advises that government expects to consult on a proposed solution in late 2015 or early 2016.

For further details please access the government website at [www.gov.uk/government/collections/lower-thames-crossing](http://www.gov.uk/government/collections/lower-thames-crossing)

## B. Kent Minerals & Waste Local Plan (MWLP) 2013-30: Submission Document Consultation

Kent County Council will be holding the final consultation on the Kent MWLP from 31 July to 12 September 2014. The Kent MWLP will be submitted to the Secretary of State in October 2014, along with any representations made before the end of the consultation period, for an independent examination by a planning inspector. The submission documents will be:

- Kent Minerals and Waste Local Plan 2013-30 Submission Document (July 2014)
- Sustainability Appraisal, URS (July 2014)
- Habitat Regulations Assessment, URS (July 2014)
- TRM1: Construction Aggregate Assessment and Need, KCC (July 2014)
- Statement of Representations Procedure, (July 2014)

Once adopted, the Kent MWLP will become the development management policy framework against which planning applications for minerals and waste related developments will be determined by the County Council. The MWLP includes criteria for assessing the suitability of new minerals and waste sites and an assessment of the need for additional minerals resources and waste management infrastructure in Kent, during the period up to 2030.

The MWLP includes policies to safeguard land, by protecting it from development for non-minerals or non-waste uses, for:

- future mineral reserves
- mineral import wharves and rail depots
- all current permanent minerals and waste sites
- two strategic sites essential to the delivery of the MWLP objectives, one for mineral development near to Holborough in Tonbridge and Malling and one for waste development near to Minster on the Isle of Sheppey.

## C. Canterbury and Coastal: Plans for health teams merger

Two clinical commissioning groups (CCGs) from Kent have agreed to progress plans to merge. GP practices from NHS Canterbury and Coastal Clinical Commissioning Group (CCG) and NHS Ashford CCG have voted in favour of merging.

With GP practice backing now secured, the CCGs are focusing on ensuring patient groups, councillors, MPs and providers are able to work with them on the detail of the plans.

Through merging, the CCGs hope to progress their vision of community networks at a greater pace. The community networks aim to provide more health and social care services closer to home. A merger will also help the CCGs to strengthen clinical involvement and proactively manage any future financial risks.

An NHS England approval process will start in the autumn. NHS England has the final say as to whether a merger can take place.

For further information visit [www.ashfordccg.nhs.uk](http://www.ashfordccg.nhs.uk) or [www.canterburycoastalccg.nhs.uk](http://www.canterburycoastalccg.nhs.uk)

Cllr Reid and Cllr Welch attended a workshop on influencing the future of urgent and emergency care across east Kent on 10<sup>th</sup> September at the K&C Hospital where they discussed and contributed ideas on how the services could be improved. This is an 18month project that began in April with some changes already being implemented.

Councillors also raised their concern over the K&C being rated as inadequate overall by inspectors. Surgery at the hospital was rated as inadequate, while critical care was rated as

good. Emergency care, medical care, children's care, end of life care and outpatient services were all rated as requires improvement.

#### D. Community Remedy

There has been a consultation in Kent about how offenders should be dealt with for low-level crime and anti-social behaviour. Community Remedy is contained in Part 6 of the Anti-social Behaviour, Crime and Policing Act which became law in March this year. The aim is to settle matters out of court and assist in the rehabilitation of offenders by helping them to understand the impact of their offending. As part of Community Remedy victims will be able to have their say on how an offender should be dealt with by choosing from a list of options. These range from offenders writing a letter of apology, paying for damage to be repaired or carrying out some work to benefit the local community. From October, the menu of out-of-court punishments will be offered to a victim following a police investigation and the offender will also have to agree to the option chosen by the victim.

The Parish Council have responded to this consultation for Community remedies with the view that yes victims should have a say in the punishment of the offenders, providing they feel strong enough to do so, if not they should be supported to do so.

#### E. ELECTORAL REVIEW OF CANTERBURY – FINAL RECOMMENDATIONS

The Commission has now completed its review of Canterbury. The changes proposed must now be implemented by order subject to Parliamentary scrutiny. A draft Order – the legal document which brings into force the recommendations – will be laid in Parliament. The draft Order will provide for new electoral arrangements for Canterbury to be implemented at the local elections in 2015. The full report and an interactive map of the final recommendations for Canterbury are available at <http://consultation.lgbce.org.uk>

The final recommendations will place Littlebourne in the **Little Stour and Adisham Ward**, along with the original members of the Little Stour ward plus Bekesbourne, Patribourne and Adisham. We will be represented by a single member, as at present.

#### F. The Leader Programme 2014-2020

The Rural Development Programme for England (RDPE) LEADER Programme is a European Union rural funding approach, with grant funds available from January 2015 to December 2020. The RDPE LEADER is a way of spending money on local issues, identified by people living in that area. This bottom up identification of local issues leads to locally tailored opportunities based on the economic, social, and environmental and land based sector needs of the LEADER area.

Under the last RDPE 2007-2013 Kent was covered by two Leader areas; **West Kent Leader and Kent Downs and Marshes Leader**. They have been joined in the process by a new **East Kent Leader group**. This will mean that (if all the bids are successful) almost 97% of rural Kent will be able to benefit from Leader funding from January 2015.

**East Kent Leader** will cover the rural areas of Thanet, Canterbury, Dover, Swale (East of and including Faversham) and Shepway (north of the Romney marshes). Between them, the three Leader areas in Kent will be bidding for over £5 million of EU and Defra funding to be used to support rural and land based businesses and local communities. The Leader groups in Kent will be involved in a competitive process with other groups across England and it is important that each Kent group produces coherent, evidence based strategies that address local issues and opportunities.

The emphasis of each strategy will be on providing Jobs and Growth. This is a requirement set by Defra and each LAG will deliver 70% of project funding directly in support of jobs and growth in the rural economy – using the six priorities for the new Programme. Secondly, it is expected that every project a LAG approves demonstrates it has a benefit to the rural economy. The strategies have to be submitted by 5th September and a decision will be made on awarding funds to the successful Leader areas by early November. The successful Leader groups will then be able to work up and assess projects for support and provide funds from January 2015.

#### G. OPENNESS OF LOCAL GOVERNMENT BODIES REGULATIONS 2014

On 6 August 2014, the 1960 Act was amended by the Openness of Local Government Bodies Regulations 2014 (“the 2014 Regulations”). The amended 1960 Act provides that a person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:

- a) film, photograph or make an audio recording of a meeting;
- b) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

The new amendments to the 1960 Act mean that a parish council cannot continue to use model standing order 3l or a similar standing order after 5 August 2014.

The Council AGREED to suspend its application in our Standing orders and the clerk would review the Standing Order wording for formal approval at a future meeting. This point had also been crossed out from the Parishioners Guide to speaking and commenting at minutes and will be removed fully.

#### H. The Accessible Britain Challenge

A letter was received from the Minister of State for Disabled People asking for support and involvement in The Accessible Britain Challenge, being launched on 4 September 2014.

The Accessible Britain Challenge aims to motivate communities including local businesses, employers, service providers and community groups to do more to be inclusive and accessible by engaging and working with disabled people to remove barriers that get in the way of them being full and active participants in their community.

#### **Inclusive and accessible communities**

An Inclusive and accessible community is one that:

- Includes disabled people equally
- recognises the positive contribution in terms of employment and vibrant local economies that 12. 2 million disabled people across the UK could provide
- recognises physical, hidden and mental conditions
- encourages collaboration and co-production between disabled people and local organisations including local businesses, employers and service providers.

The Office for Disability Issues (ODI) is developing a resource pack that will bring together and share advice, products and materials, on initiatives and good practice.

#### **CLERK REPORT**

##### **MUD ON A257**

Cllrs Giles and Reid met with PCSO Elaine Cannadine, KCC Highways, KCC Safety and a representative from Howletts Zoo to discuss the problems with Howletts tractors leaving Pine Woods depositing large amounts on mud on the road from their tyres. The tractors already

turn right out of the woods and turn in the layby before coming back through the village in an attempt to remove mud, but it is not enough. Brushing off the wheels each time they exit would take too much time but they did agree to extend the section of hardcore at the exit, this should help to get rid of the loose mud, 'mud on road' signs are also to be purchased and sited when the wood is in use. If there is still mud on the road at the end of a days working in the woods, Howletts agreed they would send a mechanical sweeper to clear it. It is CCC's responsibility to get the road cleared if Howletts do not, they would send Serco and invoice Howletts.

### **MILLENIUM BOARD**

The Clerk has collected and reinstated the Millennium board in the hall with the 2014 winner now shown.

### **PLAY AREA**

Clerk met with a representative from Playdale Playgrounds to discuss options for new equipment. Quotes to follow for a replacement springer to be set in the grass and for a new item for at the far end of the site.

The clerk has asked for the residents opinions on the equipment in the LPC news and so far a few responses have been received with views to children's preferences.

Playmaintain have attended and given the outdoor gym equipment a service (greasing and nuts tightened etc) and check over. They have pointed out that applying new grease to the moon walker and cross trainer has not cured the noise coming from the bearings - these units will require new bearings to remedy the problem. Playmaintain has been asked to provide a quotation for this works.

### **91. HERITAGE**

Cllr Jefferies mentioned the forth coming heritage weekend, this weekend 13<sup>th</sup> & a 14<sup>th</sup> September, including the art show, all to be held at Littlebourne Barn.

It was to be noted that The Heritage Group is set up with its own constitution and does not form part of the Parish Council. It is a community club run by Betty Jeffries although LPC applaud what is going on in providing Littlebourne with details of its historic past. Enquiries should be directed to Betty.

### **92. CAR PARK**

Cllr Barrett raised the matter of the central post, at the entrance to the long car park, it was agreed that plans to reinstate this should be shelved for now, unless a problem arises. The car park is more accessible without this post and perhaps offers more parking room for vehicles.

### **93. LADYBIRDS NURSERY**

The Chairman reported back that the lease for Ladybirds taking over the children's centre building has still not been arranged. Both the Chairman and County Cllr Northey have been involved in trying to push this along and to arrange the outside space for them to be Ofsted compliant.

### **94. YOUTH GROUP**

Cllr Spratt informed the Council that she had resigned from the Youth Group and Laura Furr had now taken over. Although as a trained KCC Youth Leader, she will remain a Consultant. She has also resigned from the operational board of the Children's Centres.

### **95. AFTERNOON CLUB**

Cllr Spratt mentioned the celebration of the Afternoon Clubs 5th birthday which was held on Tuesday September the 2<sup>nd</sup>, LPC had been invited to attend and those that attended had an

enjoyable afternoon. Written congratulations were given to Roz Arman and her Committee for such a successful enterprise.

**96. TWINNING WITH WIMILLE**

Cllr Spratt reported that unfortunately the walkers visit scheduled for 5<sup>th</sup> October has had to be cancelled due to illness. This will be rescheduled for early next year. Christmas Tea to be served at the WHM on 27<sup>th</sup> December. Ideas for a shopping trip and visit to Wimille on 6<sup>th</sup> December have been dropped as the channel tunnel is fully booked for any appropriate times.

**97. NATURE RESERVE**

Cllr Evans reported that the AGM is to be held on 6<sup>th</sup> November at 7.30 in the lounge room at WMH, they have a speaker from the bat group.

**98. FOOTPATHS**

The routes through Pine Wood are very muddy due to the coppicing. Cllr Jeffries asked the clerk to find out when the coppicing licences expires for this area of woodland.

**99. HOUSING**

Cllr Jeffries asked is it legally binding that we have to use the Choice Based Lettings scheme for our properties in Littlebourne. This question has been raised before but this is the way Canterbury City Council work and we have to go with it.

**100. HIGHWAYS**

Cllr Reid reported they had carried out a Speedwatch session on 3<sup>rd</sup> September and they had been fortunate to be joined by a Special Constable and then three further Police Officers later in the evening. The Police had ticketed two drivers and had warned a further 8-10 drivers. There was also one vehicle using excessive speed which didn't stop, this is being pursued further by the Police. Further Speedwatch sessions are planned for Monday and Wednesday next week.

One of the bollards on the corner of Jubilee Rd was knocked over during the summer, this has now been reinstated.

The restrictions for the doctor's disabled parking bay are currently being reviewed by CCC and LPC.

**101. WAR MEMORIAL HALL TRUST**

Cllr Gallagher reported he had completed the Single Grant Gateway application for the village hall.

**102. MANOR BARN – COUNCILLOR DISCUSSION**

It was agreed to test Mr Quinn's commitment to a solo plot via the use of a covenant on the land. Clerk to respond to Mr Quinn saying that LPC would like to work with him and await further information and more detailed plans.

**103. AOB FOR DISCUSSION ONLY**

Cllr Reid mentioned the film to be shown in the hall on Saturday 20<sup>th</sup> September

Cllr Gallagher mentioned that the post box at Evenhill Road had a new sign on it saying 'last collection anytime after 9am'

Cllr Shaw had received a complaint about some overgrown hedges in Nargate Street, LPC to look at further.

Cllr Shaw also mentioned the wind propagation of seeds from the riverbank into gardens along Nargate St. Cllr Evans explained that mosaic work is to be done soon this will include getting the nettles down.

The meeting closed at 10.05pm

Dates of future meetings: 15 October, 12 November, 10 December

Signed..... (Chairman)

Date.....

**LITTLEBOURNE PARISH COUNCIL  
PLANNING REPORT, 10 SEPTEMBER 2014**

**APPENDIX 2**

**New Applications**

CA/14/01798/FUL Sian Smith	Wits End, 75 Bekesbourne Lane, Littlebourne CT3 1UZ  Demolition of existing conservatory and erection of a single storey extension	Response by 26/09/14
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**Notifications**

CA/14/01174/FUL Ceri Williams	1 Yew Tree Court, The Hill Littlebourne CT3 1TH  Proposed rear first floor extension	GRANTED 28/07/14
CA/14/01227/FUL Steve Musk	87 Nargate Street, Littlebourne, CT3 1UJ  Proposed two-storey side extension and detached garage, including modernisation and internal reconfiguration	REFUSED 06/08/14
CA/14/01279/FUL Ceri Williams	11 The Hill, Littlebourne, CT3 1TA  Erection of single-storey rear extension, demolition of existing single garage and workshop to create new hard-standing parking space behind new 1.8m high close- boarded gates and fence.	GRANTED 06/08/14