

**LITTLEBOURNE PARISH COUNCIL  
MINUTES OF THE MEETING HELD ON 7 FEBRUARY 2018**

**Present:** Parish Cllr Mike Gallagher (Chairman)  
Parish Cllr Mick Giles  
Parish Cllr Cate Reid  
Parish Cllr Pamela Evans  
Parish Cllr Melanie Moore  
Parish Cllr Sylvia Wilson  
Parish Cllr Peter Farrow  
County Cllr Michael Northey

Mrs Gail Hubbard, Clerk to the Council  
There were three members of the public and Cllr Robin Treacher Chairman from Wickhambreaux PC

**108. THE CHAIRMANS OPENING REMARKS AND APOLOGIES FOR ABSENCE**

The Chairman welcomed everyone to the meeting. Apologies were received from Cllr Hurlow (holiday), Cllr Shaw (holiday), Community Warden Gary Moore and City Cllr Stuart Walker (attending CCC meeting).

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

Cllr Evans declared a DPI for planning application CA/17/02920 7 Nargate Street, as the applicant and neighbour is known to her. Cllr Reid also declared a DPI for this application as the neighbour is known to her.

**110. MINUTES OF THE MEETING HELD 10 JANUARY 2018**

It was proposed by Cllr Evans and seconded by Cllr Giles to accept the Minutes. The minutes were duly signed.

**111. MATTERS ARISING FROM THE MINUTES**

Cllr Moore gave an update on the Young Persons survey. This is now available online and via Facebook, there are posters up in the village and on the PC noticeboard. Surveys available in the shop and Parish office. School survey to hopefully be arranged after half term.

**112. POLICING AND NEIGHBOURHOOD WATCH**

The PCSO report from Gavin and Amy had previously been circulated to Cllrs and is shown below;

Enclosed is a report for Littlebourne, Stodmarsh, Ickham, Grove, Brambling and Wickhambreaux areas from 01/01/2018 to 31/01/2018

**CRIME REPORT INCIDENTS.**

- Burglary - Littlebourne

The Clerk then read out the following report from Community Warden Gary Moore;

Good evening, again I have been fairly busy with an increasing number of home visits in the village mainly concerning Scams and the many items being offered on-line which are false. I have delivered approx. 30 scam victim packs to those affected and have offered on-going support and information on how to avoid being a victim.

Also with the cold weather of late I have been tasked by adult social services on 8 occasions to make home visits to elderly and those at risk at this time to make sure they are warm, able to get in food as needed. This will be a priority until the cold weather is over.

I have also been dealing with an ongoing situation in Cherry orchard, which I know you are aware of. In the last three weeks I have spoken with six separate dog walkers about fouling and have issued advice on their behaviour as responsible dog owners in public places. Some very good news is the KCC are actively recruiting more Community wardens for the areas and so hopefully within the next months we should be up to strength and I can give my full attention to Littlebourne and villages once again. I shall keep you posted as to the progress.

### **113. ADJOURNMENT**

As all residents present were here to speak on the same planning application, the Chairman said he would take their comments at that point.

### **114. COUNTY COUNCILLORS REPORT**

Cllr Northey had received back a response to our query over the dwindling Community Warden Service, and whether KCC are to be recruiting additional wardens;

#### Sent on behalf of Michael Hill, OBE, Cabinet Member for Community and Regulatory Services

I have spoken to the Head of Community Safety who has confirmed that Gary is covering a significant area at the moment but he is being supported by the rest of the Canterbury and Swale team. That said, Canterbury have lost a few staff over the past six months or so and there are only two covering the whole district and the same is true for a couple of other districts. The recruitment for the Community Wardens is conducted in cohorts (minimum of 5 or 6) due to the training requirements. However we are now in a position to undertake a recruitment campaign which we plan to start in a couple of weeks. It will be quite some time before we have 'boots on the street' due to the recruitment, vetting, induction and training period. However in the meantime, we will continue to ensure both Gary and the Canterbury area receives support from the Community Wardens Service.

Clerk to respond to Michael Hill to say how we value Gary and we are pleased to hear they are recruiting.

Cllr Northey had been passed details of the Woolton Farm application by LPC, which he has forwarded onto the necessary department at KCC, they were unaware of the application but the highways element would need to be considered.

Cllr Northey spoke on the Wickhambreaux School application, the previous application had been withdrawn and with this one the main concern is over PAN numbers. He has been speaking to Marissa White who was to give a definitive answer on numbers.

Cllr Gallagher commented that LPC did not want to see potentially 100 families (from The List and surgery developments) driving past Littlebourne School to go to Wickhambreaux. There is room at Littlebourne and it is a Good school, and still improving.

Cllr Wilson asked who checks numbers at schools. Cllr Northey responded that KCC do it is a matter of Health and Safety (space).

With the increase in numbers it seems a way round the 'system' is being found and this is not fair.

There is still concern and resentment in the village over funds from The List (S106) going to other schools. Cllr Wilson asked if the education grant could be looked at again.

It was agreed to write to Michael Northey, Marissa White and Roger Gough about the question of PAN numbers and the education grant in the S106.

Cllr Gallagher mentioned the proposed road resurfacing works on the A257; these had been looked at with a Highways representative and deemed unnecessary.

Cllr Northey departed at 7.50pm

## **115. PLANNING/TREES**

**CA/17/02920** 7 Nargate Street, Littlebourne CT3 1UH – Proposed two-storey extension with accommodation in roof space following demolition of existing extension.

The applicants, Mr and Mrs Phillips spoke first and explained the works planned to their property. They had viewed the approved plans for no 11 Nargate Street and had tried to take some of these elements on board with their plans, such as the use of Kent Peg tiles, wooden framed windows and the use of minimal machinery for the build process. The first and second floor extensions are to be setback from the ground floor extension, to sit in line with the neighbours property. After speaking with Cllrs Hurlow and Moore regarding the window in the loft they would like to compromise and reduce the size of this and change the frame to wooden to be more in keeping. Mr Phillips mentioned that they did not want to upset the neighbours with their plans, extending this property allowed them to remain in Littlebourne.

Ms Du Sautoy, the neighbour to 7 Nargate Street spoke of her concerns to the application. She felt the overall design was excessive and the height of the roof would create a dominant feature that would be visible from Turners Orchard and the Rec ground. She added that the feature loft window was out of scale, there would be a loss of sunlight to her French windows and the 5 new windows in the side of the property were out of keeping. She is also concerned over the positioning of the wall right on her boundary, which will make maintenance to her pipework difficult.

The Ickham, Littlebourne and Wickhambreaux Conservation Society have posted an objection on the CCC planning portal.

Cllr Moore reported back to the Council on her and Cllr Hurlow's planning visits, they had been to see both Mrs Phillips and Ms Du Sautoy to look at the plans and the property. They had discussed how to lessen the impact of the roof and the applicants had agreed to reduce the loft window and use of wooden frames instead of the aluminium shown in the drawings. With regard to the Party Wall issue, it appears No 7 can build right up to the boundary, the pipework from No 9 overhangs into No 7 (this would be a matter that CCC would suggest them to sort out between them).

The Conservation area status is concerned with the front of the property. Although the alterations would be seen from Turners Orchard this is not a public space and the Recreation Ground is far enough away to not be taken into consideration. Cllr Moore recommended to the Cllrs that we have not got any planning grounds on which to object. The one thing they were concerned over was the loft glazing which the applicants are happy to amend the plans to reflect this.

City Cllr Walker had been called and had agreed to visit Ms Du Sautoy with the planning officer.

Mr and Mrs Phillips and Ms Du Sautoy departed at 8.20pm.

Cllrs viewed the comments from The Conservation Society on the CCC planning site. A vote was then taken of no objections with the condition of the proposed roof amendments. There were two abstentions, Cllrs Reid and Evans.

**Licensing application KE-PR-18-00257** - Woolton Farm. The Highways Committee had met with event organiser Mr Mount, and had discussed the plans he had in place for handling the traffic over the weekend of 'Blues on The Farm' which is to be held on Woolton Farm the weekend of 15-17<sup>th</sup> June 2018. Access for campers will be via the entrance off the A257, where vehicles will be parked in the field adjacent to the A257. Vehicles associated with the setup and running of the event will be able to access in via the other entrance on Bekesbourne Lane. The use of marshalls on at the site entrance and at The Anchor junction was discussed as was the possibility of using both entrances for campers, Bekesbourne Lane and the A257.

The demographic of this event will be older. This will be the first time the event has been held here, previously held in Chichester. The same company that organise the events at Mount Ephraim (Boughton under Blean) are involved in this event. LPC is not a statutory consultee on this application in the same way we are for planning applications. The Highways Committee recommendation was to let this event go ahead and see how it works. No objections to be raised from LPC.

**KCC/CA/0327/2017** - Wickhambreaux Primary School, The Street - Proposed extensions to provide a new group space, additional storage and a larger staff room to accommodate existing staff and pupils only, and provision of a new storage shed.

Wickhambreaux PC Chairman, Robin Treacher explained the application history to Cllrs;

- The application made 12 months ago was withdrawn, this had been to extend and increase pupil numbers to 135.
- The scheduled date for decision making on this new application was 8/2/18 this was on the proviso of no objections. Objections have been made and the application was submitted over Christmas. Decision date likely to be put back.
- Present numbers at the school have increased to nearly the number in last year's application. There are currently 126 pupils, twice the number from 15yrs ago.
- According to the school, KCC are now paying for this extension rather than the use of S106 monies from The List development.
- The schools Travel Plan has not been updated for years. WPC had met with the KCC Travel Plan representative, and there is still no Travel Plan.
- WPC have concerns over increasing pupil numbers.

LPC had written a response to KCC to arrive in time for 8/2/18 expressing our objection to the application on the following grounds;

To object most strongly to this apparent unlimited expansion and would reiterate that:

- a) We were not consulted, in spite of being a neighbouring, and interested, Parish Council
- b) There has been no regard paid to the classification of Wickhambreaux Village as not sustainable under the NPPF
- c) The detrimental effect of the increased car journeys already taking place and likely to increase in future
- d) The lack of a visible, agreed, Travel Plan
- e) There is capacity at both Pre-School and Primary levels within Littlebourne

The other planning notifications on Appendix 2 were noted – attached at end of minutes  
Robin Treacher departed at 9pm.

## 116. FINANCE

### FINANCIAL MATTERS

- (a) RECEIVED the bank statements for December 2017, and RESOLVED the signature of the Chairman thereon;
- (b) NOTED £11.99 will be taken from our account by DD on 15<sup>th</sup> February for our 1x1 website
- (c) NOTED £51.30 will be taken from our account by DD for February's employer and employee pension contributions.

### **AUTHORISATION OF ACCOUNTS**

There were receipts totalling £730.57 NOTED this month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £4415.10 was proposed by Cllr Giles and seconded by Cllr Reid together with Appendix 3a presented at the meeting totalling £1739.70 which was proposed by Cllr Reid and seconded by Cllr Evans. So it was RESOLVED that the financial matters and accounts, as set out be authorised for payment.

### **END OF 3<sup>rd</sup> QTR EXPENDITURE**

The figures laid out in Appendix 3b were previously circulated to Cllrs and represented the expenditure in all areas for the 3<sup>rd</sup> quarter of 2017-18.

## 117. CLERK REPORT

### CORRESPONDENCE

#### **A. Local Government Ethical Standards stakeholder consultation**

The Committee on Standards in Public Life is undertaking a review of local government ethical standards. The review will consider all levels of local government in England, including Parish and Town Councils. The Committee is inviting responses to its consultation to inform its review – the deadline for responses is 5pm on 18 May 2018.

The terms of reference for the review are to:

- examine the structures, processes and practices in local government in England for:
- maintaining codes of conduct for local councillors
- investigating alleged breaches fairly and with due process
- enforcing codes and imposing sanctions for misconduct
- declaring interests and managing conflicts of interest
- whistleblowing
- assess whether the existing structures, processes and practices are conducive to high standards of conduct in local government
- make any recommendations for how they can be improved
- note any evidence of intimidation of councillors, and make recommendations for any measures that could be put in place to prevent and address such intimidation

Further details on the consultation can be found at:

<https://www.gov.uk/government/consultations/local-government-ethical-standards-stakeholder-consultation>. Responses to the consultation should be sent to: [public@public-standards.gov.uk](mailto:public@public-standards.gov.uk)

#### **B. KALC Annual Membership Survey**

Are now undertaking the 2018 annual review of their services. Your views are really important to us, as they help ensure that KALC continues to provide a high quality service to meet members' needs. The results of the 2014, 2015, 2016 and 2017 Surveys have helped the KALC Executive Committee to produce and review the KALC Strategic Plan, which is then adopted annually at our Annual General Meeting. Your

responses to the 2017 Survey fed into last year's review of the Strategic Plan which was then considered at the 2017 Annual Meeting on 18 November. The results of the Survey will also be reported to the 12 June meeting of the KALC Finance & General Purposes Sub-Committee and the 14 July KALC Executive Committee meeting. KALC encourage the Clerk and Chairman to complete together on behalf of each PC.

### **CLERK REPORT**

#### **DOCTORS SURGERY COURT HILL**

We have received a number of complaints from residents in this area regarding the parking of vans, the mud on the pavements and footpaths. Particular problem being the vans parked on the corner of St Vincent's prevents Serco accessing the bins in the whole of the road as they can't back in. Clerk has spoken with our contact a couple of times to try and alleviate the problem. They are putting in the proper road on the site this week, so as of next week all the vans should be parked onsite so this should improve the situation.

#### **PLAYAREA REPAIRS**

Repairs were carried out on 15<sup>th</sup> January. Gate post broken out and reset, cradle swing shackles & bushes replaced, cargo net on toddler unit replaced, fixings replaced on unit, bearing set changed in teacup, springer caps replaced.

### **118. HIGHWAYS MATTERS**

Cllr Reid and Gallagher updated the Cllrs on some of the outcomes from the Highways meeting held on Monday;

- White line renewal still awaiting
- Woolton Farm application as discussed under planning item
- Resurfacing works as discussed with Cllr Northey

### **119. PARKING REGULATION REVIEW 2017**

Two proposals for Littlebourne had been put forward by Serco and residents, one for St Vincent's Close and one for Orchard Close. Orchard Close had subsequently been withdrawn. The Highways Committee had considered the proposals for St Vincent's along with some residents comments received. The recommendation to CCC would be to double yellow line round both corners of St Vincent's/Court Hill and then continue the double yellow lines further down the road but just on one side rather than both sides as per the layout drawing. This would however be with the condition that further parking is developed within the estate, as this is a big problem in St Vincent's and the use of double yellow lines will just move the parking problems down the road.

### **120. MILLENNIUM AWARD WINNER 2018**

The clerk circulated a list of this year's nominee's;

**DAPHNE KELK** – over many years always helped the community mainly by organising and baking many wonderful cakes for the Barn and all its events that take place for the village. She tirelessly helps other people in need by giving them lifts to doctors' appointments or other appointments needed. Daphne is still putting others first and finding time to bake the most wonderful cakes! all for our community ( having tasted these cakes she would be competition for Paul Hollywood) . All in all she deserves recognition please.

**ANNE RIGDEN** – For her dedication and commitment to the village and those that live here. She works in a very unassuming way, not looking for accolades or reward, other than improving the lives of others and the village amenities. She annually collects for a local Hospice, regularly cares and attends for an elderly neighbour, helps with village functions in WMH and organises working parties in

Turners Orchard (where she is joint Chairman) and also now serves as School Governor at Littlebourne CEP.

**VIV SPRATT** – For all she continues to do for the village, especially in terms of NHW co-ordinating, being a Trustee for Ladybirds pre-school and making herself available when LPC have needed to consult with her.

**MARGARET HARRISON** – For her commitment to the village. She is Vice-Chairman of LWMH and coordinates U3A activities in the village, which many villages take part in and enjoy, such as patchwork and music.

**CATE REID** – unstinting work in managing the Hall Trust and running a booking service. Especially over recent times where it has proved a very challenging job, where Cate has risen to the challenge in organising the help to obtain funding work needed. Congratulations to the whole team who have supported her and done such a splendid job.

A secret ballot was then taken by Cllrs to decide this year's winner, to be announced at the APM on 21<sup>st</sup> March.

#### **121. 4VPO LEASE RENEWAL**

Cllr Giles proposed that LPC send a letter to the 4VPO to express our dissatisfaction over the proportioning of the legal costs of the lease renewal. He felt it could not go unnoticed that LPC were unhappy with paying 50% of the costs. This was agreed; clerk to send letter to Secretary. Cllr Gallagher did add that it is minuted in the 4VPO minutes that this is a one off decision, not to set a precedent.

#### **122. ANNUAL PARISH MEETING ARRANGEMENTS**

Meeting would be held as usual in the main hall with a 7 for 7.30pm start. Chairman would approach potential speaker for the evening.

The meeting closed at 9.30pm.

*Dates of future meetings: 7 March, 21 March (APM), 2 May, 6 June, 4 July, 5 September, 3 October, 7 November, 5 December 2018.*

Signed..... (Chairman)

Date.....

**LITTLEBOURNE PARISH COUNCIL  
PLANNING REPORT, 7 FEBRUARY 2018**

**APPENDIX 2**

#### **New Applications**

CA/17/02920/FUL	Proposed two-storey rear extension with accommodation in roof space following demolition of existing extension.  7 Nargate Street, Littlebourne CT3 1UH	Littlebourne Parish Council have no objections to this planning application on the proviso that the plans for the loft window are amended to reflect the discussions had with our Cllrs. The applicants agreed to reduce the scale of this window, to make it more inkeeping and use a wooden frame rather than the aluminium shown in the plans.
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CA/18/00208	Proposed first floor extension.  80A Bekesbourne Lane, Littlebourne, CT3 1UZ	Response by 2 Mar
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### **Notifications**

CA/17/02559/LB	Application for listed building consent for installation of two rooflights to north east rear elevation of roof.  The Old Hall, 37-39 Nargate Street, Littlebourne	GRANTED 03/01/18
CA/17/02615	Proposed first-floor extension.  80A Bekesbourne Lane, Littlebourne, CT3 1UZ	WITHDRAWN 24/01/18

### **Trees**

TRE/18/00038	Fell T1 and T2 Ash trees, and reduce height by a third T3 to T8 - Hornbeam; all located in rear garden.  Stoneyhurst, 2 Nargate Close, Littlebourne, CT3 1UL	No objections from LPC.
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## **LICENCING APPLICATIONS**

### **New applications**

KE-PR-18-00257	<p>Operating schedule: Woodland and further orchards. A private farm road provided access from public highway A257.</p> <ul style="list-style-type: none"> <li>• All licensable activity to be limited to 5 annual events</li> <li>• Each event duration is limited to 4 calendar days</li> <li>• Any events with a capacity over 2,000 must have approval from local safety advisory group (SAG).</li> </ul> <p>Activities applied for Performance of live music; performance of a play; exhibition of a film; playing of recorded music; performance of dance All indoors &amp; outdoors 10:00 till 23:00</p> <p>Sale of alcohol on premises 10:00 till 23:30</p> <p>Provision of late night refreshments 23:00 till 01:00</p> <p>Hut Piece and Camp Woolton Farm, Bekesbourne Lane, Bekesbourne, Canterbury CT4 5EA</p>	No objections from LPC
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