

**LITTLEBOURNE PARISH COUNCIL  
MINUTES OF THE MEETING HELD ON 6 NOVEMBER 2019**

**Present:** Parish Cllr Peter Farrow (Chairman)  
Parish Cllr Mick Giles  
Parish Cllr Brian Hurlow  
Parish Cllr Lee Castle  
Parish Cllr Melanie Moore  
Parish Cllr Jessica Phillips  
City Cllr Louise Jones (from 8pm)

Mrs Gail Hubbard, Clerk to the Council  
There were six residents present, Michael Moreland of Littlebourne House  
and Nigel Taylor of Taylor Roberts Architects.

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

Cllr Farrow welcomed everyone to the meeting. Apologies were received from Cllr Shaw (holiday) and Cllr Reid (recuperating), City Cllr Louise Jones said she would arrive late at 8pm.

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

There were none.

**79. MINUTES OF THE MEETING HELD 2 OCTOBER 2019**

It was proposed by Cllr Moore, seconded by Cllr Hurlow and AGREED by all to accept the minutes and they were duly signed by the Chairman.

**80. POLICING AND NEIGHBOURHOOD WATCH**

A short report had been received from PCSO Emma Coyle, which detailed theft of tools from a work vehicle in Church Road in the past month. A report had also been received from Community Warden Gary Moore, as follows;

In the past few weeks I have been busy with 26 home visits with people who have been victims of scams. I have provided them with support and also information of avoiding scams in the future. I have completed several early evening patrols and have engaged with a number of local youth which has been helpful to build up a picture of some anti-social behaviour that has been reported to me.

There are the continuing problems with dog fouling in the village and I am hoping that the public will be more forthcoming with information as to who is allowing their dogs to foul so often.

As the colder weather approaches I am updating my vulnerable peoples register so that I can make more home visits as required.

We now have extra team members which I am continuing to mentor as this will unfortunately take me away from the area on two days a week but can always be contacted via telephone as needed for any emergencies etc.

The Chairman altered the Agenda at this point to accommodate Mr Moreland who was coming to speak on Littlebourne House, so we moved onto planning whilst awaiting his arrival.

**81. PLANNING/TREES**

**CA/19/01997 – Weir Lodge**

Cllr Hurlow and Cllr Castle had been to meet with the applicant/new owner onsite to discuss his plans for extending and preserving Weir Lodge which include the diversion of

two PROW's. There are also temporary health and safety issues with regard to the PROW, there needs to be some warning/safety fence in place as there is a digger working onsite already. Cllr Giles felt there might be objections from residents over the re-routing of the footpath, he also emphasised any changes to the river would need to be done in discussion with the EA.

LPC have no objection to the proposed building works but would reserve comment on the PROW rerouting until had opinion of villagers. KCC would be required to give notice and advertise proposed diversion, so the opportunity to comment on this would be dealt with separately to the planning application.

Planning notifications on Appendix 2 were noted – attached at end of minutes

Michael Moreland and his architect Nigel Taylor arrived at 7.10 pm.

## **82. LITTLEBOURNE HOUSE**

The Chairman welcomed Michael Moreland and Nigel Talyor to the meeting and asked them to explain their plans for the future of Littlebourne House.

The architect was approached 18months ago on the basis of an emerging elderly population and need for more care and the desire to stay in the market place as a sustainable care facility. Brief was initially to provide another 30 beds plus facilities to accompany (like communal rooms). Pre planning advice sought from CCC. The advice from Conservation Officer at CCC was that a 30 bed extension to the existing house was too much as a continuous linear piece of development and would impact upon the main house (which is a listed building). They were asked to consider a more fragmented development; like barns/outbuildings, hence what has been drawn up. Existing vehicular access in is on a blind corner and carpark too small for staff and visitors, potential to bring drive off Nargate Street would be safer for visitors. Existing carpark would be kept for staff and deliveries.

### ***Plans were shown to Cllrs and residents present; featuring the following;***

- Covered walkways have been designed to allow people to move about undercover.
- A new administrative hub is to be created including a reception area with a mezzanine floor
- Dayroom extension onto main house
- 24 additional bed spaces (30 cannot be accommodated)
- Two storey element on the riverside
- Single storey building to rear of bungalows in Nargate Street
- Conversion of existing Coach House, which is two storey already
- Single width private drive off Nargate Street with passing bays leading to a gravelled/porus area of parking for visitors – 10 spaces would be created
- Trying to nestle the car parking in amongst the trees, don't want I to look like a commercial style carpark, more country estate.

26 additional jobs would be created from this expansion of Littlebourne House

### ***The River/flooding***

SWAT Archaeology survey carried out which showed no link between the river and the water course in the depression (adjacent to where the drive would run), they believe it to be an artificially man made feature. Cllr Giles challenged this as according to our records and previous experiences; this depression is the course of the old river, before it was diverted to run the mills on the now course of the river. The depression is to not be

touched, the driveway will be kept to the high side of this. Cllr Giles explained about the rising springs which come up in this depression area, so if the gully were to be blocked or soakaways filled in, problems will occur. If too many trees are removed this could unbalance the water level in this area too.

Lloyd Bore, the landscape architects will be talking to EA about flooding

**Concerns/questions raised;**

- Level of lighting, the current back of the house is very bright. Planning on using low level bollard style lighting rather than a large floodlit area.
- Concern over number of trees to be removed. They will leave as many trees as possible, but will need to take a couple more out to create entrance in from Nargate Street.
- Current level of staff parking in Nargate Street, residents concern this will be worse with more staff employed. Parking layout to be seriously considered to ensure as many spaces within the grounds.
- Number of visitors to be using this new access in Nargate Street? Michael Moreland confirmed Littlebourne House had received six visitors today that had come by car (taken from visitors book).

**Other points covered;**

- Access could not be created through the old Doctors surgery, this is too narrow.
- There will not be a phase 2 of this project to build down the driveway towards the depression area.
- Proposed access to private driveway is not where current access gate is, it is further towards the High Street.
- Old Doctors building plans for future– specialist dementia unit for 5 residents
- The house was purchased for the garden, to give those residents in The King William garden space. Unsure about the house itself, it may be let out.

They are expecting to submit a formal planning application to CCC in December.

The Chairman thanked Michael Moreland and Nigel Taylor for coming along this evening, he also emphasised that Littlebourne House is a big part of Littlebourne and is the largest single employer in the village.

Michael Moreland, Nigel Taylor and the residents all departed at 7.50pm.

**83. THE HILL DEVELOPMENT UPDATE**

The site Manager had provided the Clerk with an update on works;

- Planter moved for LPC to outside the shop
- From 18<sup>th</sup> November there will be traffic lights and some suspension of parking for three weeks, this will be to create the proper site entrance, tarmacking the road and moving the site entrance gates much further back. They will then be a fully tarmacked site so less mud will be dragged onto The Hill.
- In the New Year, possibly February half term there will be a period of road closure to enable them to connect up the drainage. KCC Highways are insisting the road is shut for this works.

**84. KING AND JOHNSTON SITE, THE LIST**

The Chairman gave an update to Cllrs of our position on this; himself, Cllr Moore and Cllr Giles had met with Dave King onsite on 17<sup>th</sup> October, where there was common acceptance that the block work now to remain and for there to be a grass strip between these which can never be obstructed by fencing or planted vegetation. LPC clearly stated

that King and Johnston do not own this land and cannot transfer it to any house purchaser. Since this meeting correspondence had been received from King & Johnston stating their belief of ownership of the land and the fact they intend to transfer it to the purchasers. They have been advised that LPC cannot accept this and have come back with an alternative offer saying they might be prepared to consider transferring the strip to LPC for the sum of £1 on the basis we are responsible for their legal fees in connection with the transfer.

This goes against what was agreed in May 2018 between King & Johnston and LPC as stated in an email to our solicitors. Clerk to draft letter responding to King & Johnston for approval by Cllrs reminding them of this initial agreement of 4<sup>th</sup> May 2019 and asking if they are to honour this or do we involve our solicitors. It was also suggested we ask them to confirm that they will take responsibility of the track maintenance going forward.

Safety of people using the track as a path is LPC's main concern.

City Cllr Louise Jones arrived at 8pm in the middle of discussions on this.

#### **85. CITY CLLR LOUISE JONES**

Cllr Jones reported that enforcement at been at Littlebourne School one morning and had given out one ticket and several warnings to parents. An afternoon visit to be arranged.

Capital grant funding, Cllr Jones explained there were three options put forward to Rural Forum Cllrs and a further option suggested by the City Cllrs themselves(option 3);

Option 1 to fund the top four projects in full, (our project was 3<sup>rd</sup>) LPC would get £10,032

Option 2 to fund all projects at 70%, LPC would get £7,022

Option 3 to fund all at 70% uplifted by own score above average, LPC would get £7,130

Option 4 to fund all projects in full (would mean increase in CCC budget), LPC would get £10,032.

Stacey Wells from CCC had been on contact with Clerk about deliverability of project without full funding. Community Committee will make final decision.

#### **86. HIGHWAYS**

Cllr Moore has been speaking with KCC over the tree roots on the corner of St Vincents, trying to find a solution for those on mobility scooters to get past. A proper dropped kerb crossing had been suggested but KCC have deemed this too expensive so they were considering the removal of the tree and the planting of two replacements. It was felt this would meet objection from nearby residents. Cllr Moore to find out more from KCC as to what trees they would plant in replacement and where they would go before gauging opinion from residents.

Cllr Giles updated Cllrs on the Speed Assessment carried out by KCC Highways along the length of the A257. LPC had compiled a response to this assessment, which was circulated to Cllrs prior to the meeting. This response has been sent to The A257 Group in advance of the next meeting to be held this Saturday, which Cllr Giles and Cllr Farrow will attend. Cllr Giles also mentioned he was struggling to get a meeting with KCC Highways to discuss our HIP.

Cllr Castle asked about arranging some Speedwatch sessions, this is to be arranged.

#### **87. FINANCE**

##### ***AUTHORISATION OF ACCOUNTS***

There were no receipts NOTED for this month. The expenditure list previously circulated to Cllrs as Appendix 3 totalling £1017.78 together with Appendix 3a presented at the

meeting totalling £2016.28 was AGREED by all. So it was RESOLVED that the payments set out be authorised – attached at end of minutes.

## **88. CLERKS REPORT CORRESPONDENCE**

- A. **Letter from resident Mrs Langrish regarding the outdoor gym equipment.** Enquiring when/if we are going to replace the moonwalker piece of gym equipment, as it was the most well used piece for the pensioners. It was AGREED that LPC would look into the replacement items of gym equipment, as one of the cross trainers is near the end of its useful life also.
- B. **Canterbury City Council Canterbury District Local Plan**  
CCC are beginning work on a review of the Canterbury District Local Plan. The review will provide a vision for the District to 2040. An important part of the preparation of the Plan will be to assess its impact on the environment as well as the social and economic impacts.

The way in which we carry out the assessment is very important, in particular how we identify the local objectives based upon the particular issues facing the District. We have prepared a Draft Sustainability Appraisal and Strategic Environmental Assessment Scoping Report, which sets out how we intend to approach this assessment. We want to give everyone the chance to have their say on the Scoping Report.

You can find the consultation details and how to make comments at [www.canterbury.gov.uk/scoping-report](http://www.canterbury.gov.uk/scoping-report). closes at 5pm on Monday 9 December 2019. Cllr Jones urged LPC to look at this and consider land in Littlebourne under the SHLAA.

- C. **KCC Budget consultation**  
Last week, Kent County Council launched their annual Budget consultation. It gives Parish Councils, residents, businesses and other organisations an opportunity to have your say on KCC's spending priorities and Council Tax proposals for 2020/2021. Deadline 25 Nov.

<https://kccmediahub.net/kcc-invites-residents-to-outline-their-budget-priorities745>

All other correspondence was noted.

## **CLERK REPORT**

### **CARPARK POLE & POST FENCE**

Repairs have been carried out.

### **PLANTER FROM HILL**

This has now been moved by Jenners and sited on the block paving outside the shop where the tree used to be.

### **PLAYAREA REPAIRS**

Barge have carried out the works as per quotation to swings and signage in play area.

### **DEFIBRILLATOR**

The Perspex front has been smashed, most probably by a football. Clerk has temporarily made weatherproof and has ordered a replacement Perspex front panel.

## SCHOOL PATH

Clerk inspected path this week and two of the boundary hedges have still not been cut back. Clerk to send out further letters to owners.

## 89. ALLOTMENT GATES RELOCATION

Quotations had been sought for the installation of a new set of gates for the allotments, the existing ones will be sealed off and new ones fitted on an angle further down the access track to allow tractor access. It was AGREED to go ahead with these works and use Landcare to carry out the works.

## 90. DOG FOULING ON THE RECREATION GROUND

Cllr Hurlow explained with the football season now underway this is even more of an issue when dog waste is not cleared up. Dogs cannot be banned from the Rec as there is a PROW across the middle. Cllr Jones to speak to CCC enforcement to try and get some presence. Cllr Moore to put something on Facebook and a piece can go in Dec LPC News. If you are caught not clearing up after your dog it is an £80 on the spot fine.

## 91. MILLENNIUM AWARD 2020

It was AGREED that LPC would run the Millennium Award for 2020, this will be advertised for nominations in the Dec LPC News, on the website and noticeboard. The closing date for nominations will be 31<sup>st</sup> January 2020.

## 92. OTHERS MATTERS FOR DISCUSSION ONLY

Christmas lights to be switched on around the hall on 1<sup>st</sup> December.

Cllr Giles mentioned the ongoing road sweeping of the A257 and the only way to get the road swept is to complain. Clerk to setup an email to go off every two weeks to complain.

The meeting closed at 9.20pm.

*Dates of future meetings: 4 Dec 2019, 8 Jan, 5 Feb, 4 Mar, 18 Mar APM, 1 Apr, 6 May, Statutory Annual, 3 June, 1 July, 2 Sept, 7 Oct, 4 Nov, 2 Dec 2020.*

Signed..... (Chairman)

Date.....

## LITTLEBOURNE PARISH COUNCIL PLANNING REPORT, 6 NOVEMBER 2019

## APPENDIX 2

### New Applications

CA/19/01923	Proposed single storey rear extension.  2 Orchard Close, Littlebourne CT3 1SU	No objections from LPC – response logged as deadline 01/11/19
CA//19/01997	Proposed two-storey side and rear extension with replacement garage following demolition of existing garage.  Weir Lodge, Nargate Street, Littlebourne, CT3 1UJ	LPC have no objection to the proposed building works. LPC would reserve comment on the PROW rerouting until had opinion of villagers. KCC would be required to give notice and advertise proposed diversion.
CA//19/01975	Application for lawful development certificate for existing use as dwelling.  48 High Street, Littlebourne, CT3 1ST	No objections from LPC.

## Notifications

CA//19/01625/FUL & CA//19/01626/LB	Proposed single storey side and rear extensions together with carport/outbuilding.  Higham Farmhouse, Stodmarsh Road, Littlebourne CT3 4AS	GRANTED 24/10/19
CA//19/01658/FUL	Proposed two-storey side and rear extensions, replacement porch and carport.  9 Jubilee Road, Littlebourne CT3 1TR	GRANTED 24/10/19
CA//19/01741/FUL	Proposed single-storey front and side extension.  The Brambles, 3 School Path, Littlebourne CT3 1XA	GRANTED 24/10/19

## Trees

None		
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## LITTLEBOURNE PARISH COUNCIL FINANCIAL REPORT TO THE MEETING, 6 NOVEMBER 2019

## APPENDIX 3

### FINANCIAL MATTERS

- (a) RECEIVED the bank statement for September 2019, 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> November for our 1x1 website.
- (c) NOTED £92.91 will be taken from our account by DD on 28<sup>th</sup> November for October's employer and employee pension contributions.
- (d) NOTED £245.12 was taken on 17<sup>th</sup> October for our quarterly BT phone and Broadband charge
- (e) NOTED the clerk has placed a fixed term deposit of £60,000 with Lloyds to mature on 15<sup>th</sup> July 2020 with an interest rate of 0.8%.
- (f) NOTED £48.08 will be taken from our account after 10<sup>th</sup> November for our quarterly website fee and annual domain.org.
- (g) NOTED the clerk has prepared the 2<sup>nd</sup> QTR VAT reclaim totalling £344.76.

### AUTHORISATION OF ACCOUNTS

Payment type	Details	Amount
BACS	Staffing payments November	1358.25
CHQ	Mrs Clayson – litter picking	620.00
BACS	Bourne to Garden – contract mowing October	240.00
BACS	Landcare – fencing repairs	135.00
BACS	Dynamix – payroll services	23.40
BACS	The Fifth Trust – litterpicking cover/weeding/tidying BMX track	151.38
BACS	Barge – Playarea repairs	468.00
BACS	Expense payments	38.03

**TOTALS**

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**£3034.06**