

**LITTLEBOURNE PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 18 OCTOBER 2012**

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

Ms Amanda Sparkes, Clerk to the Council

City Cllr Brian Staley (for part of the meeting)

Guest Speaker, City Cllr John Gilbey, Leader of the Council, Canterbury City Council (for part of the meeting)

23 members of the public (for part of the meeting)

99. CHAIRMAN'S OPENING REMARKS AND APOLOGIES FOR ABSENCE

Cllr Spratt welcomed everyone to the meeting. Apologies for absence were received and accepted from Parish Cllr Mick Giles (Vice-Chairman) who was very unwell, and Parish Cllr Ken Shaw (holiday).

Cllr Spratt spoke of the fatal collision on 1 October at Littlebourne Road. Kent Police were called at 6.10pm, and a 54 year old female resident was pronounced dead at the scene. The driver was driving a red bmw mini towards Canterbury. Any witnesses who saw this vehicle please contact a Cllr. She also asked that all accidents however small are reported to the Council who are making records of them.

She advised the council was also very saddened to hear of the death of Mr Chris Picknell, a previous Littlebourne parish council clerk.

Cllr Spratt also explained advised there are only two tickets left for the Wimille Christmas Market on 2nd of December.

100. DECLARATIONS OF INTEREST

There were no declarations of interest. .

101. MINUTES OF THE MEETING HELD ON 20 SEPTEMBER 2012

Cllr Gallagher proposed and Cllr Reid seconded to accept the Minutes as a true record of the meeting.

102. AGENDA ITEM 4

The item previously advertised on the agenda, to read a letter from the Clerk was withdrawn, at this time.

103. GUEST SPEAKER: City Cllr John Gilbey, Leader, Canterbury City Council, to discuss the emerging draft Local Plan for the Canterbury District

Cllr Gilbey explained he had been involved in the Local Plan for two years. Canterbury previously had a local plan approved in 2006 to run to 2012, and then the Government introduced Local Development Frameworks (LDF) so the local plan was 'parked' and an LDF published in 2010. Approvals run to March 2013, after which there could be unbridled planning.

The new current government have made changes again. They took away the housing number requirements, so that the city council can now determine its own numbers to build for the next 18 years.

Canterbury City Council completed a development requirement study looking at all the options together with an IPSO MORI poll on attitudes to development. Canterbury City Council have considered all aspects, such as traffic, sewage, water, to ensure it is a coherent plan. The next draft Local Plan will look very different to those in the past.

Cllr Gilbey stated that there needs to be some significant road changes to make development work.

The South East Plan requirement had been for 2550 houses and 3353 were built in the same period, so an excess. To get the balance right, the city council predicts 780 houses need to be built each year, less the excess number above. In 2011 624 homes were completed, there is planning permission for another 1226, plus over 2000 currently proposed are in the planning cycle for determination, so there is some supply in hand. Between now and 2030 the city council aims to build between 9000-13,000 homes. They need to be built in sustainable areas. The city council has undertaken further studies around sustainability. Problems highlighted the Bridge junction, Sturry crossing and Herne by-pass. Significant road improvements will be needed.

Cllr Gilbey explained that developers used to give money in Section 106 agreements. This is now a Community Infrastructure Levy (CIL). The CIL raised will only give 20% of the infrastructure costs needed.

Cllr Gilbey explained the city council hope to get the draft Local Plan out to public consultation at the end of this year and a draft Inspector's report should be due in March 2013.

He stated that Canterbury has a very high proportion of students – the University of Kent is the third most popular University in the UK. The city council wanted to put a limit on the numbers of homes in multiple occupation in certain streets and hope an Article 4 direction will be introduced. The wish for another grammar school at the coast will also be included.

A question and answer session then followed. Cllr Gilbey explained there are no brown field sites left of any significance. There was no real answer available to how Greenfield sites will be chosen, only that they would be kept to a minimum and the city council would avoid the green gap and those in conservation areas.

Cllr Gilbey also explained there has been a move of people and businesses into Canterbury and Herne Bay (less so in Whitstable). There will of course also be affordable homes. He explained he was unable to comment on any development at Littlebourne at this time. But the city council would like to do development with the consent of the local community. Developers' proposals will have to get through the final Local Plan and be approved by an Inspector and then get planning permission granted. He agreed to speak to Adrian Verrall, the city council's strategic planning policy officer and see if they can come and speak to the four villages; if not residents will know when the document comes out at the end of the year.

There was concern over where the jobs will come from, what the jobs will be, jobs for young people, especially with the traffic congestion. Cllr Gilbey explained the strategy is to try to get the jobs and homes together.

A resident asked what happens if the city council fails to meet housing numbers. Cllr Gilbey replied that Canterbury City Council is rated as one of the top councils in the country by the local government commission and audit commission. If they don't build enough by 2030 then in 2030 nothing much would happen, but the city council would be fined now if they don't plan to do so.

The Chairman thanked Cllr Gilbey for attending and most residents left the meeting at this point.

104. PLAY AREA INSPECTIONS

Cllr Spratt advised that the KCC Community Warden, Jon Lodge, has agreed to do the recreation ground inspections in the future, rather than the Clerk. He had provided a report to the meeting for his work over the last month:

He has been doing a lot of visible presence in the area taking in to account the orchard and stream area as we have had so much wet weather. Some issues have been dealt with – the bump by the bus stop in the high street has been removed, and an enforcement plate outside primary school has been put in place so zig zags are now enforceable, there have been trading standards reports on rogue traders, he has attended a school assembly, dealt with issues around anti-social behaviour in St Vincent's Close, and was present at a neighbourhood inspection with the city cllr and housing officer, together with Cllr Reid, who attended on behalf of LPC.

105. POLICING, SECURITY AND NEIGHBOURHOOD WATCH

Cllr Welch agreed to add Cllr Gallagher to his email circulation for Cllr Gallagher to add relevant alerts to the website.

106. PLANNING

The Planning applications and tree works were discussed and comments recorded on Appendix 2 attached to these Minutes.

Cllr Jeffries commented that timescales for responses are very short at present. She went to the Guildhall for the development management meeting regarding the application for the Barn. The Barn committee had spent the weekend putting comments together, but then on the day of the meeting, Canterbury City Council wanted the Barn committee to withdraw the application as Canterbury City Council officers now wanted to get involved. So Cllr Jeffries attended the development management meeting as a written permission was required that the application could be deferred. Cllr Jeffries agreed to form a letter of complaint to the city council about being treated like this.

107. FINANCE

(A) FINANCIAL MATTERS

- (a) RECEIVED the bank statements for September 2012, and RESOLVED the signature of the Chairman thereon;
- (b) NOTED a payment of £14.40 taken by direct debit on 15/9/12 for Southern Water.
- (c) NOTED a payment of £167.02 taken on 17 October 2012 for the BT quarterly telephone and internet account.
- (d) NOTED that a £10.000 on a 3 month deposit matured on 26 September. It was returned to the current account with £25.46 interest on this date. The finance sub committee decided that it should be put back on for 3 months. This was done on 12 October, with the interest of £25.46 remaining in the current account.
- (e) NOTED that as agreed last Autumn, that the responsibility for the water bill would transfer to Littlebourne Horticultural Society (LHS) from 1 November 2012. The Clerk rung them on 15 October to effect this – they will come out and take a final reading to produce a final bill on 1 November. The Clerk provided them with LHS details to set up a new opening account. The water meter serial number is 4M238725.
- (f) NOTED that reminders for grant support were sent on 15 October to Littlebourne Cricket Club, Youth Club, LHS, and Afternoon Club. So far Littlebourne Youth Club confirmed they will not be applying for a grant.

(B) AUTHORISATION OF ACCOUNTS

The Clerk ran through the expenditure list previously circulated to Cllrs as Appendix 3 totalling £1,147.02 along with the direct debit schedules for the Clerk's salary, Clerk PAYE and employee and employers NIC, together with a supplementary sheet of expenditure presented to the meeting totalling £1,272.72. Cllr Jeffries proposed and Cllr Gallagher seconded and it was RESOLVED that the financial matters and accounts, as set out be authorised for payment. The Council commented on the errors being made by the company dealing with the Clerks PAYE and resolved not to renew the contract and suggested that it should be cancelled as soon as practicable.

(C) PRECEPT BUDGET FOR 2013-2014

The finance sub-committee set a date for drafting precept figures that will be brought back to full council at the November meeting to be ratified. All Cllrs to let working party know within 14 days of any projects and approximate costs to be considered for 2013-14

(D) END OF QUARTER 2 REPORT

RECEIVED expenditure against budget headings to end of Quarter 2 (previously circulated as Appendix 3b)

(E) A SEAT FOR THE LIST

CONSIDERED part funding of a seat for The List as a 4VPO shop grant has been awarded for half of the costs. The Clerk advised that the new assets ear marked reserve has £132. Cllrs resolved to use that plus the balance required to come from unrestricted reserves to provide the seat. The Chairman will arrange the wording for the plaque and the Clerk will place the order and oversee the installation.

(F) 4VPO SHOP RENT AWARDS

The shop rent is a fund for good causes. Cllr Barrett explained he is conscious of the need to set something up to ensure money is not just frittered away. Cllr Spratt suggested that the criteria for awards should be as wide as possible and each case judged on its merits. Applications will be able to apply at adhoc times all through the year. It is expected that about £3,000 will be available from next spring. The allocations would be made public. Cllrs agreed in principle that the determining should be by a subcommittee who would make recommendations to the full parish council for the decision. It was suggested that the vice-chair Cllr Giles should run the sub-committee and the decision as to which Cllrs would form the sub-committee was deferred to the next parish council meeting.

108. CLERK REPORT CORRESPONDENCE

- (a) Letter from BT that the office telephone line broadband is being upgraded on 29 October.
- (b) Action with Communities in Rural Kent annual summary 2011-2012 and Oast to Coast publication
- (c) Kentish Stour Countryside Partnership "Stour View" electronic newsletter
- (d) INVITATION TO a free joint KALC & Kent Fire & Rescue Service (KFRS) workshop at Maidstone Fire Station on 27th October.

KCC BUDGET SETTING

Kent County Council has issued a consultation until 1 November for their 2013/2014 budget. The KCC press release can be accessed at http://kent.gov.uk/news_and_events/news_archive/2012/september/council_tax_freeze.aspx. The consultation document is available from http://kent.gov.uk/your_council/council_spending/budget_proposals.aspx . KALC will be drafting a response and will circulate it to member Councils by mid-October.

JUBILEE ROAD – ROAD CLOSURE, HIGHWAYS WORKS

Jubilee Road is to be closed for repairs between 15 -19 October. The Chairman asked if the yellow lines proposal discussed at the September parish council meeting could be done at the same time. However, there is a process and annual consultation programme for this and the city council said no because they have had to refuse a number of other requests to short circuit the annual review process.

Kent Highways explained that a white dog bone line will also be painted in front of the pram crossing that is being installed opposite No 22 to stop cars from blocking it to allow a resident safe access for an electronic buggy between 22-24 on both sides of the road. The city council's Senior Transportation Officer explained that an access marking is more appropriate in the first instance. If it turns out that cars are parking across the pram crossing then the city council's enforcement team can issue a penalty charge notice. He felt yellow lines would be a last resort.

109. NEW OFFICE SET UP AND EQUIPMENT

Cllr Spratt read a statement to the meeting:

"I would like to thank the clerk for taking up yet another challenge for Littlebourne parish council in accepting a new electronic and office set up that councillors wished to implement. There will shortly be a new email address and an answer phone system in operation. After sorting out all our internal systems, bringing all the files up to date, and also setting up a new archive system, she will probably take this new system all in her stride, but we would like to thank her in advance as there will be disruption along the way until the new system has settled. We appreciate that this will be inconvenient for her for a while."

110. KALC LOCALISM SURVEY

The Kent Association of Local Council's (KALC) are undertaking a survey to see what impact the localism agenda is having on parish councils. The Clerk had drafted a response. Cllr Gallagher will finalise it and circulate to all Cllrs and send back to KALC.

Cllr Gallagher advised he had attended the latest KALC meeting. There was a talk by Chief Inspector Steve Barlow, who explained about the Police budget cuts by 20%. They are to lose 500 of 3600 police constables and a 30% cut in support staff. PCSOs exist currently under ring-fenced funding that runs out in 2013. When the Police Commissioners are appointed/elected they will be asked to make the decision on the future for PCSOs.

Cllr Gallagher also advised that the new Standards Board setting up continues. Cllr Spratt thanked Cllr Gallagher for attending the KALC meeting.

111. REQUEST FOR A DONATION FROM COMMUNITY FIRST RESPONDERS

Cllr Spratt explained she had been written to from the Community First Responders who were seeking a donation towards training or equipment. The work of the first responders was talked about and everyone agreed they do a terrific job. Cllr were unable to give a donation at this time, but felt that the parish council could promote a Community First Responder volunteer for the village and perhaps buy a defibrillator for public use. It was agreed to invite the representative to be the guest at the Annual Parish meeting on 7 March 2013.

112. MILESTONES

Cllr Spratt explained the milestone at the end of Mill Wall had been buried by grass. She asked that thanks be recorded to Cllr Shaw for clearing the area. Cllr Spratt asked that if Cllrs spot any other milestones in the village to let her know the details.

113. PARISH COUNCIL MEETING DATES FOR 2013

The Clerk had prepared dates for the parish council meetings and annual parish meeting for electors for 2013. These were finalised and agreed.

114. EMERGENCY PLAN

RECEIVED the Minutes of the emergency plan subcommittee meeting held on 11 October. They are hoping to run an exercise in March to make a rest centre.

115. WEBSITE

Cllr Spratt thanked Cllr Gallagher for a super job of revamping the website and keeping it up to date.

116. HERITAGE

The green room has now been vacated. The village hall management committee are to decorate it and move the coat hooks.

117. TWINNING WITH WIMILLE

Cllr Spratt advised that she now has the itinerary and menu for the 2 December Christmas markets trip.

She explained the Clerk is still pursuing twinning signage for the village's entrances. Cllr Spratt had taken photographs of the existing entrances which she will send to the Clerk.

She explained the walking group from Wimille came on 13 October and the long walk around the village was very successful and enjoyed.

118. LITTLEBOURNE NATURE RESERVES

Cllr Evans explained the Stour Countryside Project and Environment Agency are giving money and the LNR is one of Waitrose's charities of the month this month and will share in the £1000 donation by Waitrose.

At the Cherry Orchard reserve there has been lots of clearing and planting – the Scouts and Explorers helped. There has been a pond dipping and several different species were recorded. There are two more clearing and planting days planned in November. Cllr Jeffries agreed to send some text to Cllr Spratt for inclusion in the KM Column for village news, to ask volunteers to help out on these days.

119. PROW – MODIFICATION TO DEFINITIVE MAP INVESTIGATION RESULTS

The Kent County Council Public Rights Of Way department wrote on 7 September about the parish council's request to have two footpaths added to the Definitive Map and Statement:

- A route running between existing Public Footpath CB150 to The Hill at Littlebourne, And
- A route running through Howletts Zoo Park between existing Public Footpath CB152 at Bekesbourne Hill to The Hill at Littlebourne.

The decision notice advised that it is not considered that either of the claimed routes is reasonably alleged to subsist, and reasons were set out in an attached report. Therefore the County Council is not prepared to modify the Definitive Map and Statement in line with the parish council request. Cllrs considered this item at the parish council meeting held on 20 September 2012, and resolved that the parish council wished to appeal the decision.

NOTED therefore that the Clerk sent letters by recorded delivery on 1 October 2012 to Secretary of State for the Environment, c/o The Rights of Way team, The Planning Inspectorate, Room 3/25, Hawk Wing, Temple Quay House, 2 The Square, Temple Quay Bristol BS1 6PN and to Melanie McNeir, Kent County Council, Countryside Access Service, Invicta House, County Hall, Maidstone ME14 1XX. The letters enclosed a copy of the relevant decision letter and report and explained that the parish's grounds of appeal are being put together and will follow shortly.

Cllr Jeffries explained she had put together a pack of evidence that would need to be copied twice. She will finalise the letter of appeal and meet the Clerk on 22 October.

Cllr Jeffries and Cllr Evans met with Howletts and asked if they were interested in a branch to their car park but they have a bus from Bekesbourne Station. They neither opposed nor supported the application.

120. OUTDOOR GYM

Cllr Spratt advised that the outdoor gym equipment had had its annual service and inspection. A resident had complained about the cross trainer not being as smooth as it used to be, and the supplier has agreed that although it is within tolerances they will look at it again within two weeks.

121. RECREATION GROUND ADVERTISING

Cllr Reid raised the idea for the cricket club to engage in business sponsorship, where businesses would advertise only on match days. The cricket club would be responsible for putting up and taking down the adverts. Cllrs had concerns around the legalities, the amount of income involved, the size, type of companies and type of signage – roll up banners seemed preferable. There would need to be controls, and what would the reaction of the villagers be? Perhaps a limited trial in the village for the next season could be considered. The item was deferred for more information to the next parish council meeting.

122. KCC HIGHWAYS & TRANSPORTATION TRACKER SURVEY

Cllrs considered the Kent highways annual survey and agreed to collate a response. Kent Highways Service have given some very good responses to smaller highways items needing attention in the village.

123. HIGHWAYS

Cllr Gallagher's report on the Kent Highways Parish Seminar held on 10 October was circulated prior to the meeting and is filed with these Minutes. Cllr Gallagher explained the new Freight Officer has been invited to speak to the traffic sub committee and A257 group.

Also received the Minutes from the traffic subcommittee meeting, held on 25 September 2012, circulated prior to the meeting and filed with these Minutes.

124. LITTLEBOURNE WAR MEMORIAL HALL

The issue of the dyke in The Orchard was resolved by the city council. Strimming etc was done and there is now much better meshing installed. Thanks were given to Ted Edwards and Canterbury City Council for the help.

125. 4VPO SHOP

Cllr Barrett advised the Awards Ceremony will take place in the main hall of the War Memorial Hall at 12pm on 3 November 2012. Julian Brazier MP will be handing out over £5,500 to local good causes.

The meeting closed at 10.10pm.

Dates of future meetings: 22 November, 13 December 2012, 17 January, 7 February 2013, (7 March 2013 – the elector's meeting / Annual Parish Meeting), 14 March, 18 April, 16 May, 13 June, 18 July, (No meeting in August), 12 September, 17 October, 14 November, and 12 December 2013

Signed..... (Chairman)

Date.....

New Applications

CA/12/01567/FUL	68 The Hill Loft conversion incorporating increase in ridge height of existing bungalow and insertion of dormer windows and rooflights to front and rear elevations to provide accommodation in the roofspace	As the deadline for comments was prior to the meeting, a response was delegated to planning Cllrs Spratt, Barrett and Evans. Although the roofline of the proposed development is 1 metre higher than the existing roofline and two dormer windows have been incorporated in the front and one in the rear, this property is sufficiently far enough away from its neighbours not to overlook them or take away their light. By re-pitching the roof they have tried to make this more aesthetically pleasing. The parish council therefore has no objection.
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Notifications

CA/12/01389/VAR	3 School Path Variation of condition 09 of planning permission CA/12/0500/FUL relating to application for a new planning permission to replace planning permission CA/09/00308/FUL for a replacement detached dwelling in order to extend the time limit for implementation; variation in respect of approved drawings	Granted by CCC
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Trees

1. 1 Riverside Cottages, Nargate Street

- Fell two Silver birch trees, one located in the front garden and one in the back

The parish council has no objection to these tree works.

2. 3 Yew Tree Court, The Hill

Reduce a Yew tree by up to 2 metres in height and by approximately 1.5 metres in diameter

The parish council has no objection to these tree works.

Enforcement - None.