

**CHESTFIELD PARISH COUNCIL
MINUTES OF THE MEETING HELD ON 11 JULY 2011**

Present: Parish Cllr Steve Bailey (Chairman)
Parish Cllr Christopher Brealy
Parish Cllr Len Claisse
Parish Cllr Patricia Chapman
Parish Cllr Mick Shorter
Parish Cllr Joe Hunter

Ms Amanda Sparkes, Clerk to the Council

3 x residents (one for only part of the meeting)
1 x observer

66. CHAIRMAN'S OPENING REMARKS AND APOLOGIES FOR ABSENCE

Cllr Bailey welcomed everyone to the meeting. Apologies for absence were received and accepted from Parish Cllr John Parks (annual leave)

67. MEMBERS' INTERESTS

Cllr Chapman advised she has a n interest in Grasmere Pastures as a resident living close by.

68. MINUTES OF THE MEETING HELD ON 13 JUNE 2010

Cllr Chapman proposed and Cllr Claisse seconded that the Minutes were a true record of the meeting.

69 ACTION LIST APPENDIX 1a

The list was talked through and deletions and progress noted.

70 POLICING, SECURITY AND NEIGHBOURHOOD WATCH

There has been no contact or apologies from the Police or PCSO. Representation had been expected at the meeting. Cllr Bailey agreed to write to Inspector Chuter about this and the lack of contact and reports.

71. NEIGHBOURHOOD WATCH

Cllr Claisse advised a meeting of all the co-coordinators in Chestfield was held on 28 June. About half the co-ordinators turned up. There are now 12 for Chestfield, and they marked on a map where they lived and which areas are covered. There is a good spread but some gaps remain in Longtye Drive, Primrose Way, Molehill Road and Cherry Orchard. Cllr Claisse agreed to do an article for the magazine.

72 The meeting was adjourned for parishioners' questions.

A resident drew attention to overgrown vegetation and trees overhanging the footpaths and pavements, in particular, in The Chase and Polo Way. Cllr Bailey agreed to put an article in the magazine appealing to residents to cut back their trees and shrubs etc, and to personally knock on the doors of the 'worst offenders'.

The meeting continued.

73. PLANNING

Councillors considered Appendix 2 previously circulated, together with new verbal additions. Recommendations from the planning were proposed by Cllr Chapman and

seconded by Cllr Brealy and all Cllrs accepted them. Decisions reached are attached as Appendix 2 to these minutes.

74 FINANCIAL MATTERS

(A) FINANCIAL MATTERS

- (a) TO NOTE a payment of £16.33, for the Plusnet Internet account was taken by direct debit on 18/06/2011.
- (b) TO NOTE that the Clerk submitted a P11D form to HMRC online on 4 July to record taxable element on mileage for 2010-2011 = 510 miles x 25p taxable element only = £127.50. This will result in a slight tax code adjustment for the Clerk for next year.

(B) AUTHORISATION OF ACCOUNTS

The Clerk presented a supplementary finance sheet for payments requiring authorisation totalling £1337.75. Cllr Bailey proposed and Cllr Shorter seconded and it was RESOLVED that the financial matters and accounts, as previously set out in Appendix 3, totalling £2,565.08 together with the £1337.75 totalling together £3,902.83 be authorised for payment

75 CLERK'S REPORT

CORRESPONDENCE REQUIRING ACTION

- (a) CONSIDERED Invitation to the next KALC committee meeting (AGM) to be held on 13 July 2011 in Tyler Hill Memorial Hall Tyler Hill at 19.30. Guest speaker will be John Gilbey leader of Canterbury City Council who will speak on the challenges being faced by the new City Council. Cllrs Claisse and Bailey to attend.
- (b) RECEIVED a copy of the Grasmere Pastures Residents' Group correspondence to 154 households – a letter detailing the date of the public inquiry as September 5th at the Whitstable castle from 10am. Neighbours have also been invited to be witness and write witness statements detailing their personal use of and experience on the field. (The residents have been supplied with another case example to see what and how to write these statements.). Cllrs will recall that the Parish Council previously resolved that whilst the parish council is broadly supportive of the village green status being given, as lots of Chestfield residents use the pasture, but strictly as Grasmere Pasture is outside of the parish boundary the council cannot be a key player in the inquiry.

CORRESPONDENCE TO NOTE

- (a) Confirmation from Commercial Director of Stagecoach in East Kent and East Sussex, who advised they have indeed been considering changes to bus route 5, however the impact upon the Chestfield area will almost certainly be limited to minor re-timing of existing journeys. It is very unlikely that they would reduce or increase the number of journeys at this stage.
- (b) The Whitstable Society Newsletter
- (c) Response to Freedom of Information request to KCC PROW department saying that the start date of the first cut can be any date within the month of May and must then be completed within 30 days of that date with the very slow growing season this year the contracts were instructed until towards the end of May. The Canterbury contract is subsequently due to be completed by 24 June. Councillors should recall Chestfield no longer has any footpaths on the KCC schedule.
- (d) Kent Fire and Rescue Service 'Service Performance Plan 2011/12' - available at www.kent.fire-uk.org. As well as providing an overview of the Service, it sets out how they performed last year and explains plans for the future. It includes information on performance and the projects they are progressing. Plus finance, asset management and information technology.

- (e) Details of the **Explore Kent Walking Festival 2011** taking place from Monday 18 July to Sunday 7 August.
- (f) The June 2011 edition of the Newsletter of KCC's Health Overview and Scrutiny Committee
- (g) Receipt of a digital television switchover information pack – switchover to digital television across Southeast England is due February to June 2012
- (h) Invitation to Canterbury City Council community consultation event on Monday 18 July at Augustine House, Canterbury from 6 pm to 9 pm. The event will launch the council's consultation on its new Corporate Plan (2011-2016) and will be an opportunity for parish cllrs to inform the council's priorities for the next four years.
- (i) Kent Wildlife Trust latest news electronic newsletter
- (j) Action with communities in rural Kent electronic newsletter "Rural News"
- (k) Details of a series of roadshows this week to hear people's views on the NHS Eastern and Coastal Kent maternity services review which is being carried out with East Kent Hospitals University NHS Foundation Trust.
- (l) Notification of the consultation period for KCC's Vision for Kent 2011-12. Consultation period runs to 22 august. Read the draft, find out more and complete the online consultation survey at www.kentforum.org.uk . Your views can make Kent a better place over the next 10 years. The Vision for Kent 2011-2021 is the new community strategy for the County. It is owned by Kent Forum, a partnership of Kent's Councils that agrees shared priorities and responds to the needs of local communities and businesses. Vision for Kent sets out three big ambitions to make Kent a better place. They are:
 - To grow the economy
 - To tackle disadvantage
 - To put citizens in control
- (m) Kentish Stour Countryside Partnership's latest newsletter and a copy of their Annual Review.
- (n) Forwarded from KALC the Kent Forum Briefing for June to update all member Councils on developments across the Kent Forum including the signing of the Kent Recommitment and the launch of the Vision for Kent consultation. Further information is available on the Kent Forum website – www.kentforum.org.uk. Contact details for relevant articles are given in the briefing, however if for questions on the briefing itself please contact david.firth@kent.gov.uk.

76. OUTDOOR GYM – UPDATE

The order for the equipment, to include a ROSPA inspection was placed on 19 April, with a plaque to credit the Funders. The plaque has been sent to the Canterbury City Council's marketing department for their approval of the use of their logo. Installation of the equipment will take place in week commencing 25 July. The Clerk has also organised a post-installation ROSPA inspection. The Clerk will liaise with the city council to start the maintenance programme after installation. The developers' contribution finance may be expected sometime after the report to finalise allocations goes to the city council Executive on 16 June.

77. SPEEDWATCH EQUIPMENT AND SPEEDWATCH SIGNAGE

NOTED that the Clerk took the speedwatch equipment to Unipar, in Tunbridge Wells for the annual service and calibration on 9 June 2011.

NOTED that the Clerk installed the speedwatch signs in the village at the agreed locations on the KHS licence on Tuesday 28 June 2011. Cllr Chapman commented that the signs are effective – on following cars driving in to the village their brake lights appear. Cllr Bailey commented that at the KHS seminar Chestfield was applauded for being the forerunner in speedwatch initiatives.

78. UPDATE ON MOLEHILL ROAD

This is currently being investigated by both the KCC KHS' Operations Inspectors and the Drainage Engineer. There are two options available at the moment - either to lower the drainage system so the gullies are the same level as the road or to raise the road surface along the length of the road to match the height with the gullies. KHS are currently looking into the most suitable option for the location, as they are keen to carry out some works here, as they recognise there is clearly a problem.

79 STREAM BLOCKED WITH VEGETATION AT THE BACK OF LONGTYE DRIVE

The Clerk informed Cllrs that a resident reported the stream blocked. A few years ago this section was straightened and cleared to prevent flooding – another clear up is required. The Clerk established that residents do not have riparian responsibilities and that the Environment Agency do have responsibility for it. The Environment Agency were contacted on 29 June and they have reported the issue to their Operations delivery team to carry out the clearance necessary. This has been scheduled for September.

80 RADFALL RECREATION GROUND

The Clerk has been trying to organise a meeting between Outdoor Leisure officers at the city council, the cricket club and foot ball club users, in order to feedback and liaise with the managers of the sports clubs about the behaviours of their players and spectators, litter and staggering start times, to erect notices to not play in the lower field or alongside householder's fencing, or to erect netting, and the possibility also that the sports clubs provide stewards to supervise their games, and that if problems do not improve they face the loss of the right to use this field.

Additionally this group could consider future potential for partnership working to make improvements to the ground and the pavilion. The Clerk has invited them all and is awaiting two responses from the football clubs and will then negotiating dates to meet – this is likely to now be offered in September.

81 FLOODING ISSUES ON THE OLD THANET WAY

From October/November 2010 discussions with KHS confirmed they intended to install new gullies in front of the kerb inlet gullies to assist the travel of water off the carriageway. The Clerk was advised that the target cost was accepted and the order passed to KHS contractors for programming. The Clerk chased for a situation report in May 2011 and a KHS officer confirmed that the crew attended the location and investigated the French drain (gravel area) alongside the carriageway for soakage ability. The works to install the kerbs and gullies were not completed as the road surface was significantly thicker and more difficult to excavate than originally thought.

The Clerk emailed the contact officer at KHS on 21 June 2011 to chase engineer for an update. The Clerk will chase again.

82 PAT TESTING

NOTED that the Clerk arranged PAT testing of all the office equipment on 5 July 2011. Additionally, the Clerk followed up with the office landlord regarding a sprinkler system. The office does not have a sprinkler system but does have a mains powered smoke alarm and has passed a recent fire audit inspection (June 2011).

83. EMERGENCY PLAN

The Clerk was asked by the civil contingencies officer at Canterbury City Council to share the parish council's emergency plan. The Clerk has started a draft Plan for Chestfield. The draft will come to a future parish council meeting for discussion and subsequent adoption by 31 March 2012. To inform it the Clerk has devised a questionnaire that is proposed will go to all households via the magazine, asking residents if they have resources, skills, or accommodation etc to offer in an emergency. Cllrs considered this questionnaire, previously circulated as

Appendix 5. After discussion it was resolved that this should become the centerfold tear out in the December edition of the parish magazine, with a view to the Clerk completing the Emergency Plan by March 2012. The Clerk will revamp the format and forward to Cllr Bailey as a separate tear out and article in the actual magazine as an introduction.

84 MR TONY BLAKE deceased

A resident had contacted the parish council about Mr Blake and has since given permission for his words to be input in the next magazine.

The Parish Council are still awaiting permission from Mr Blake's family to reprint articles in the magazine, and erect a seat in his memory. In the meantime the Clerk had obtained quotes for wooden and metal seats with associated plaques. With installation added the costs would be in the region of £800. Cllrs preferred the metal style for nil maintenance and potential vandalism concerns. Additionally, a stainless steel plaque is recommended as it doesn't tarnish rather than bronze or brass.

Cllrs felt that a bench is an amenity to the village as a well as a memorial to Mr Blake. Cllr Claisse proposed and Cllr Hunter seconded that subject to Canterbury City Council and Mr Blake's family giving permission that the Clerk should order a bench to be sited at the recreation ground near the new outdoor gym equipment.

85 STANDARDS IN A NEW ERA – WHAT IF ANYTHING SHOULD REPLACE THE PRESENT MEMBER CODE OF CONDUCT AND THE STANDARDS REGIME?

Cllrs considered an information pack previously circulated as Appendix 6. Cllrs Claisse and Bailey will raise this at the KALC meeting on 13 July. The item may be revisited at the next parish council meeting.

86 COMMUNICATION

Cllr Shorter confirmed the website is up to date and meeting Agendas will be posted in future.

87 MAGAZINE

Cllr Bailey confirmed the survey for feedback from residents on the magazine will go out with the next magazine as a centrefold tear out and he will arrange a £25 gift voucher for a draw for one lucky respondent, as an incentive for residents to complete it.

88 PARISH PLAN ACTION PLAN

MORE TREES FOR THE PARISH

The Clerk confirmed she has acknowledged all those residents who have asked for a tree, and asked them to confirm the details. She has also contacted a tree expert for advice on tree species and the location, and to obtain prices, however he was on holiday. This will be pursued.

89 BUS, TRAIN AND CYCLE PATHS

Cllr Bailey commented that the local papers have reported that the Crab and Winkle cycle path bridge is not now going ahead.

Cllr Bailey and Cllr Hunter are still to discuss the possibility of how to access the Crab and Winkle cycle path without having to travel on Tyler Hill Road.

90 MANSTON AIRPORT

Cllrs received the report from the Manston Airport Consultative committee attended by Cllr Claisse, previously circulated as Appendix 7. Some suggestions of a review of the committee's constitution and membership representation are underway. Currently membership is the surrounding parishes around Manston, a Canterbury district rep and a Dover district rep. Cllr

Claisse is the Canterbury representative, but Canterbury may lose this representation under the review.

91 HIGHWAYS

Cllr Bailey advised he had attended a Kent Highways Seminar at Ashford on 11 July. He is going to meet a representative next week re highways projects. He is also to find out about a Member fund which gives £25k per year per parish for eligible highways schemes.

From 1 September KHS are re-branding and will no longer have a separate name, instead will just fall under KCC. Their director is John Burr, and at the seminar he spoke to parish representatives, explaining he would like more participation from parish councils in the future. He also said their service had taken a 30% budget cut, laid off one-third of their staff, and confirmed the district's residents will receive less of a service in the future.

The new structure will see a district manager and highways stewards per area. Priority work will be 'safety critical' repairs to highways. The department is also preparing contingency plans for the winter.

Cllr Bailey advised he would write a report from the seminar and give it to Cllr Shorter to add to the website.

Cllr Bailey also drew attention to a trench dug outside 52 Chestfield Road due to water main leak on Friday 8 July. Cllr Bailey got involved after calls from residents to him about the disruption. The repairs are currently temporary repairs and will be made permanent shortly. Cllr Bailey explained that the contractors Clancy Docwra had executed an excellent operation with minimal disruption and showed due care to the residents affected.

The Clerk was instructed to write a letter of appreciation to the contractors' director.

92 PROWS

As reported at the last meeting Chestfield has no PROWs on the KCC PROW department maintenance contract. Cllr Claisse advised many paths in the parish are now a problem, and KCC cutbacks mean that all the footpaths will become unwalkable. Cllrs felt the option of hiring their own contractor to keep the village paths open should be pursued.

Cllr Claisse and the Clerk determined after the June meeting which of the village PROWs should be prioritised and maintained. The Clerk has asked 5 contractors for quotes by 31 July. This item to be revisited at the next meeting.

The Clerk also advised she had submitted a Freedom of Information Request to the PROW department asking them for a list of which paths are on the maintenance schedule in the Canterbury district (26 parish councils) and to be advised of which footpaths have actually received a cut this year (as the first cuts were scheduled for May.) The response received advised that due to the unusual weather this year the vegetation growth had been delayed so the cuts were also delayed into June rather than May, with a view to completing all cuts by the end of June.

93 GRASS VERGES BETWEEN POLO WAY, LONG ACRE AND SHARE & COULTER ROAD

Cllrs discussed whether the parish council takes over the grass verges between Polo Way, Long acre and Share & Coulter road from the greenbelt company Allied London, by accepting a freehold transfer of this greenway except the footway with Allied London paying the council's reasonable legal fees. The Clerk also advised of the current contractors arrangements and fees charged currently to maintain it.

Cllrs felt that if the parish council take over the verges there will be a precept/tax burden on all residents and the risk of setting a precedent. It is not appropriate that residents of this road manage the maintenance themselves as it is not just these residents that use this area – there

is a tremendous amount of pedestrian traffic. All councillors agreed that the council should not take on financial liability for its upkeep, and asking volunteers or residents to maintain it won't work. The Clerk will formulate a response.

94 **ENVIRONMENT**

Cllr Brealy advised that he removed the broken bin at the top of the steps by Sainsburys and this action has stopped the littering.

He will also speak to Sainsbury's about whether their staff go looking for abandoned trollies in the area. There have recently been trollies at the layby opposite Maydowns Road and at Johnson's nurseries. He will also ask if Sainsbury's staff would resume their litter picking along the footpath from Primrose Way to the store..

He also drew attention to fly tipping of tarmac / road waste and some old tyres on Molehill Road near the new telecommunications mast. He advised this land is owned by KCC. The Clerk was asked to report this to KHS.

95 **FIRE PROF DOCUMENTATION BOX**

Cllrs considered various options and price ranges for a fire proof box for the council's insurance documentation and financial returns. Cllr Shorter proposed and Cllr Chapman seconded the purchase of a 60-minute fire retardant box for £141 excluding VAT. The Clerk will arrange its purchase.

The meeting closed at 9.30 p.m.

Signed..... (Chairman)

Date.....

New Applications

6	CA/11/00928/FUL	Limuru, Broomfield Gate Alterations to flat roof to form pitched roof over side extension and continuation of rear roof slope to form cat slide roof	Decision delegated to planning Cllrs as deadline for response was before the meeting. The Parish Council has no objection. This will be an improvement to the building with no ill effects to the neighbours
7	CA/11/00665/FUL	Molehill Cottage, Molehill Road Single-storey extension to rear of dwelling to replace conservatory and shed.	AMENDED PLANS The Parish Council has no objection to the amended plans. The applicants have taken account of the concerns of the immediate neighbours and our previous comments of the closeness of extension to a boundary hedge. The moving of the building line one metre from the boundary and the piling of the foundations should cause minimum damage to the hedge. The immediate neighbour was contacted by parish Cllrs and confirmed approval of the new plan.
8	CA/11/00757/FUL	Crow Park Farm, Molehill Road Demolition of steel framed building and erection of two dwellings	The parish council has no objections to this proposal. The steel framed building houses a steel fabrication business, which is being relocated. This business has caused some access issues between neighbours and delivery lorries. The replacement dwellings are considered to be preferable to a business in a residential area.
9	CA/11/01040/FUL	The Willows, Radfall Road Two and single-storey front and rear extensions incorporating dormer window to rear of dwelling	The parish council has no objections to this proposal. The proposal is in keeping with the neighbouring properties, with which there does not appear to be any issues.
10	CA/11/01039/FUL	104 Maydowns Road Single-storey rear extension and car port to side of dwelling	The parish council has no objections to this proposal. The new extension does not have any obvious issues with the neighbouring properties.
11	CA/11/00702/FUL	159 Chestfield Road Porch to front/side of dwelling	The parish council has no objections to this proposal.

12 CA/11/00770/FUL - 85 Chestfield Road

Roof extension to provide second floor accommodation including alterations and increase in height to roof form. Associated three-storey extensions to front and rear and insertion of dormer windows

The Parish Council objects to this proposal on the following observations

- The extension will extend substantially beyond the rear line of the neighbouring property (a bungalow) and this increase will have the effect of being over dominating, particularly as the vista will be almost entirely of brick.
- Although not a material consideration there would be a serious loss of light to the bungalow from the increase in height due to the third storey and raised roofline.
- Windows on the third floor will cause a lack of privacy not only to adjacent properties but over a larger area.
- Although the plot is a large one, the existing building is built close to the boundaries (approximately 2 metres either side), the increase in height will give the impression of being squeezed in.
- The approval of a third storey building will create a precedent in the village, which is currently made up of two storey buildings and bungalows.
- The proposal is within the Conservation area and is out of character of the open visual appearance of the Chestfield Road.
- The proposal is at the geographic centre of the village and will become its unwelcome dominant feature.

In conclusion,

Although the visual appearance of the front of the existing building remains the same, the addition of the third storey, alterations to the roof line and the large areas of brickwork on the side elevations, alters substantially the design of the whole house. Therefore, we feel the design and appearance is out of keeping with and detrimental to the character of Chestfield Road Conservation area. As a consequence, we feel this proposal appears to be a breach of policies BE1 and BE7 of the Canterbury Local District Plan (2006).

Cllrs feel strongly about this application and one of the parish councillors will go to speak at the development control committee meeting.

Notifications

None

Trees

Notice Of Proposed Work To Trees In A Conservation Area Leascroft, The Drive, Chestfield

This work is requested as a result of the garden being redesigned/landscaped at the front of the property:

- T1 – Twin stem Sycamore. Remove and grind stump. Reason – weak fork.
- T2 – Multi-stem Horse Chestnut. Remove and grind stump. Reason – multi stem.
- T3 – Weeping Willow. Crown clean/dead wood, rubbing and crossing etc.
- T4 – Horse Chestnut, under the above Willow. Remove and grind stump. Reason – twin-stem and suppressed by Willow.
- T5 – Hawthorn centre of garden. Reduce by 50%.
- T6 – Horse Chestnut. Remove and grind stump. Reason twin – stem .
- T7 – Small fruit tree centre of garden. Remove and grind stump.
- T8 – Alder close to garage. Remove and grind stump. Reason – close to garage and crown showing signs of dieback/under stress.
- T9 – Ash between house and garage. Remove and grind stump. Reason, twin stem close to ground, 6m from house and 3m from garage.
- T10 – Small Ash. Remove and grind stump. Reason, close to footpath, will eventually become large for the position.
- T11 – Goat Willow, small multi stem. Remove and grind stump. Reason close to trench/manhole.

Cllr Parks visited and the response to the tree officer is as follows:

The site (approx 80 ft by 50ft) is a front garden which is almost entirely laid to grass, dominated by a mature Willow Tree, with a number of other trees and a low line of Cotoneaster and Hebe Shrubs to the eastern boundary.

There seems to have been little thought given to the siting of the existing trees as three have been planted on or very close to the line of the main drainage, three are close to the house and/or garage and one has been planted under the Willow. Several of the trees have potential of becoming too big for the site.

Although, most of the trees requested to be removed are 18 to 20ft high (two are 30ft), I would concur with the assessment of the tree surgeon, as detailed on the proposal. I would have like to have seen the retention of the tree between the house and garage but this has the potential of damage to the footings (if not already) of both structures. The Willow is an attractive tree but needs maintenance as it overhangs The Drive and the Hawthorn will need to be reduced to the position of a Electricity Cable which transverses the site.

The proposal is for the front garden to be redesigned and landscaped and this would be an opportunity to improve a dominant site on The Drive which currently has the potential of problems both to the landowner and the area in the future.

In view of our Parish Plan and more trees for Chestfield, we would request that the removal of the trees is replaced by a minimum of three in the new landscape design. I have suggested this number, in view of the limitations due to the location of the drains, the electricity cable, the spread of the Willow and the area of the site.

**29 Chestfield Road,
Chestfield**

Reduce a Eucalyptus tree in
height

Cllr Chapman visited the site. There are lots of very tall trees in the garden. No objection to these works, considered responsible tree management by the owners.

Correspondence

“Thane”, The Leas

The 2 metre sleeper fence that bounds the highway at ‘Thane’, has now been reduced in height to approximately 1 metre.

However the neighbour contacted the Clerk to advise that the stretch of 4.5 metres of 2 metre high sleeper fence on the boundary between ‘Thane’ and his property still remains.

The neighbour had advised the restricted covenants covering both properties confine the height of fences to the front elevation to 3’ 6 inches and that the Lands Tribunal have received no request to alter the restricted covenants to Thane therefore it is still in place.

The Clerk replied that these concerns were noted, and passed the information on 5 July to the city council enforcement team/planning authority to comment/action.

Since then an enforcement manager has replied advising that they are already aware of the neighbour’s concerns and have advised that breaches of covenant are the province of the Lands Tribunal – not the City Council. There is nothing more in relation to planning legislation that can be done by the city or parish council.

The Clerk was asked to write to the owners of Thane, thanking them for complying by reducing the height and advising that the Parish Cllrs consider the area improved by this work.

Enforcement

1. C/FWD: Orchard End, The Drove – REFERENCE ENF/10/00374

Possible breach reported 30/06/10 - An outbuilding erected in 2009 in the rear garden was also inspected. The local planning authority replied on 14 October 2010 - their opinion is erection of the building is permitted development therefore a planning application is not required. The owners have stated that the building is used incidental to the enjoyment of the main dwelling. However, the local planning authority noted the building is fully equipped and could be used for independent residential use. It is therefore necessary to investigate further and serve a Planning Contravention Notice to obtain information on how the building is used, then the local planning authority will decide on appropriate action. The Clerk contacted Enforcement on 4 January 2011 for an update - further to their October letter, the officer had not had the opportunity to progress this because of other enforcement cases, but proposed to issue the Planning Contravention Notice shortly and expected to be in a position to provide an update by the end of January. The Clerk chased for an update on 15 February, 15 March, 19 April, 17 May, 25 May, 14 June and 5 July, when the director of Planning and Enforcement was also copied in.

The Clerk then received a letter advising that the Planning Contravention Notice (PCN) has now been produced and was sent by first class post to the owner of Orchard End on 8 July. Under planning legislation the owner has 21 days from the receipt of the PCN to provide the information requested. The Parish Council will be contacted again once the information has been received and the case discussed with senior colleagues.