

**CHESTFIELD PARISH COUNCIL MARCH
MINUTES OF THE MEETING HELD ON 14 MARCH 2011**

Present: Parish Cllr Bob Brown (Chairman)
Parish Cllr Len Claisse
Parish Cllr Peter Goldsack
Parish Cllr Patricia Chapman
Parish Cllr John Parks

Ms Amanda Sparkes, Clerk to the Council

3 residents

319 CHAIRMAN'S OPENING REMARKS AND APOLOGIES FOR ABSENCE

The Chairman offered a warm welcome to all those present. He drew attention to copies of certain appendices for members of the public, in order that they may understand the business being transacted.

320 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr Steve Bailey (unwell) , Cllr Shorter (working away) and PCSO Aaron Pedwell (work commitments).

321 MEMBERS' INTERESTS

The reminder to declare interests was omitted.

322 MINUTES OF THE MEETING HELD ON 14 FEBRUARY 2011

Minute 294:

To completely clarify the new arrangements for taxing mileage: Text should read that the national recommended mileage rates will to continue to be used, and that the Clerk be taxed on the taxable portion at source through her salary and that for Cllrs the Clerk create mileage returns to the claimant on the relevant tax forms (copied to HMRC) for tax deductions to be made.

Minute 306:

Cllrs considered a bag-sealing device to make the job for magazine distributors easier at a cost of around 320.

This should read at a cost of £20.

Minute 308:

Should also record that Cllr Goldsack had declared an interest at the beginning of this item as he has a relative living close by.

Cllr Claisse proposed and Cllr Parks seconded that with the above amendments the Minutes were a true record of the meeting.

323 Information matters arising

None not covered elsewhere on the Agenda.

324 ACTION LIST APPENDIX 1a

The list was talked through and deletions and progress noted.

325 POLICING, SECURITY AND NEIGHBOURHOOD WATCH

The Clerk contacted PC Pope after the last meeting to ask about the outcome of the Police Review on 16 December. PC Pope replied that the first part of the review has

been conducted and the outcome is that all the Police constables have been taken from running the various areas and that has been designated to the PCSOs. The police constables will be tasked by their Sergeant on a daily basis and will be dealing with the major problems of the area and if the PCSOs require help with a problem than they will assist.

The officers at Whitstable will remain as a neighbourhood team, but will not be responding to general calls but will be allocated jobs via their supervisors.

PCSO Aaron Pedwell will be the parish council's direct point of contact and if PC Pope gets the chance he shall try and drop in to the parish council meetings, but generally he will not be able to come all the time.

PCSO Pedwell had produced two Police reports and sent them to the Clerk for the meeting – one for February which had arrived after the February meeting and one for March. PCSO Pedwell also reiterated that he be used as the single point of contact for the Parish council as PC Pope is no longer assigned to cover the area under the changes that happened before Christmas.

The Chairman reported that PCSO Pedwell has advised that reports will be provided were possible but they take a long time to produce and if there are calls to be answered or other work to be done that will take priority (which is why the February one was late.) PCSO Pedwell has pointed out that reports like the one the council receives are not produced for the other wards in Whitstable that also have regular meetings.

Cllrs Brown and Claisse confirmed that at the KALC meetings they have heard of other parishes that do not receive police presence or reports at their meetings.

PCSO Pedwell has been advised by his supervisor that he will be unable to provide an in depth annual report for the Annual Parish Meeting like the ones the parish council has received in previous years due to time constraints, but he hopes to attend the meeting and give an update on the policing changes that are due to be implemented this year.

Cllr Goldsack proposed and Cllr Chapman seconded that the Clerk write to PCSO Pedwell's Inspector to advise that the parish council would appreciate either a report to be read to parish meetings or an attendance – the council does not need both in future.

The Clerk was asked to also add while writing that if PC Pope has been re-assigned who is the PC assigned to the village? It is no good a Cllr or resident calling the PCSO if an incident is not within his powers.

The Clerk was also asked to seek clarification of three points in the PCSO reports

- i) In the February report he states "We will be paying attention to any illegally parked vehicles that are opposite the junction (The Leas) and posting a notice in the Women's Institute hall. Unfortunately we have no power to deal with vehicles parked on double yellow lines."

The Clerk was asked to clarify the lack of powers – is it just PCSOs that lack the power or do PCs also lack the power to enforce?

- ii) The March report says "Kent Police have disbanded the Roads Policing Unit so we can no longer ask them to carry out regular speed enforcement along Chestfield Road".

The Clerk was asked to ask the Police Supervisor before the parish council announces this to residents, as this will be of concern to them, could he please clarify, was there any consultation carried out before the withdrawal of this unit?

- iii) Speedwatch – PCSO Pedwell has asked for planned dates for speedwatch checks – why? The volunteers' rota currently only states which pair of volunteers will carry out a check in 'week commencing' and it is left to them to liaise with each other. However the team would be happy to try to match the PCSO shift pattern if they are going to get his support on checks, and will arrange to forward this information. But if no support is being offered then Cllrs felt the current arrangement will be retained for simplicity.

326 NEIGHBOURHOOD WATCH

Cllr Claisse advised the AGM is on 24 March at Canterbury Christchurch University College, New Dover Road, Canterbury. This will be a useful meeting, with reports from a number of different units. Also on view will be the household anti-thefts items. Cllr Claisse advised he is hopeful most of Chestfield's Neighbourhood Watch volunteers will attend.

- 327 The meeting was adjourned for parishioners' questions. There were some comments about the date of the Annual Parish meeting and how to encourage members of the public to parish council meetings.

The meeting continued.

328 PLANNING

Councillors considered Appendix 2 previously circulated. Cllr Goldsack proposed and Cllr Chapman seconded that the sub-committee's recommendations be accepted. The decisions are recorded on Appendix 2 attached to these minutes.

The Clerk was asked to chase for updates to the enforcement cases.

On the advice of a concerned resident, Cllr Chapman and Cllr Parks are to look at possible trees works/tree removal being undertaken at Cherry Orchard without permission and notify the city council if appropriate.

329 SHARED PLANNING TRAINING

A shared CPRE training course on an "Overview of the Planning System" set up by the Clerk with the Clerk from Herne and Broomfield Parish Council took place on 19 February 2011. Cllrs Brown, Parks and Claisse attended, plus the Clerk.

An evaluation was carried out with those attending and was circulated as Appendix 5. Overall, the training had been well received. There was a clear desire for more. The Clerk will ask the training provider is

- i) Repeat the course for new Cllrs after the elections
- ii) Consider a be-spoke training course to look at future changes in more detail, along with a training session on what can be classed as material considerations and valid objections to applications, and information on how far a parish council can request certain conditions be imposed, or request a site visit, and so on.

Cllrs raised inconsistency in planning officers recommendations to development control committee as a concern.

Thanks were recorded to the Clerks for organising the event.

- iii) throughout the district after May so we think we'll run another course after May to 'mop up' and catch new.

330 FINANCIAL MATTERS

- (a) RECEIVED the bank statements for February 2011, and the signature of the Chairman thereon;
- (b) NOTED a payment of £16.33, for the Plusnet Internet account was taken by direct debit on 18/2/2011
- (c) NOTED that the Clerk submitted the year-end LGPS return spreadsheet to Kent Pension Service by email on 18 February 2011.
- (d) NOTED a letter received from the Audit Commission advising us that they have reviewed their arrangements for providing audit services and are centralising these under a single dedicated team for local councils. They have therefore appointed Jackie Bellard as the appointed auditor for Chestfield Parish Council for the audit of accounts for 2010-11 and future years. Jackie works from Bolton offices so TO NOTE the change of contact details and new office address – these will show on the parish council's notice of audit to be issued shortly.

AUTHORISATION OF ACCOUNTS

Cllr Parks proposed and Cllr Goldsack seconded and it was RESOLVED that the financial matters and accounts, as previously set out in Appendix 3, totalling £3,392.65 be authorised for payment.

331 INTERNAL AUDIT

The 3-year contract with Mr Funnell expires in June 2011. However as reported at the last meeting Mr Funnell has verbally confirmed to the Clerk that with the current uncertainty around future annual return arrangements and what the replacement to the Audit Commission will be, he has agreed to continue the contract as now on the same terms, on a quarterly basis, until the future becomes clearer.

Cllrs are very pleased with this arrangement. The Clerk was asked to write to Mr Funnell to confirm these arrangements and assume a three-month notice period.

332 CLERK'S REPORT

CORRESPONDENCE REQUIRING ACTION

- (a) **Notification of KCC's document "Inclusive Design & Placemaking: Supplementary Guidance"** out for consultation prior to the formal adoption of the document as Supplementary Planning Guidance to the Kent Design Guide. View it online or hard copies can be viewed at all libraries and gateways. The consultation period ends on 11 April 2011.
Any comments, highlighting if possible, any specific changes to the text and accompanying information are invited.
View at:
http://www.kent.gov.uk/roads_and_transport/highway_improvements/current_consultations/inclusive_design.aspx
Representations concerning the Guidance should be made in writing or electronically to: The Project Support Team (Inclusive Design and Placemaking), Regeneration & Economy Division, Chief Executive's Department, KCC, 2nd floor, Invicta House, Maidstone, Kent, ME14 1XX, or by email to: kdconsultation@kent.gov.uk
- (b) Information on proposed changes by Kent Highway Services on the licensing of "A" Boards on the public highways. Responses are required by 25th March.

CORRESPONDENCE TO NOTE

- (a) Notification from the Churchwarden of St John the Baptist Church that the Church has a new priest to replace Revd Don Irvine. She is Revd Ann Gillibrand and she is to be licensed on 12th April. They invited the chair of the Parish Council Cllr Bob Brown to attend however he is otherwise committed.

The Clerk was asked to pass the details of the new priest to Cllr Bailey to add in the next magazine.

The Clerk was also asked to let the new vicar know the dates of the Carol Service for 2011.

- (b) Vattenfall consultation details for their proposal to extend the wind farm by a further 17 turbines. Find out more at www.vattenfall.co.uk/en/kentish-flats-extension.htm
- (c) Kent Wildlife Trust February newsletter
- (d) Hi-Kent Wine and Wisdom evening at The Chaucer Club, Chaucer Road, Canterbury on 30 March 2011, proceeds to the deaf and hard of hearing charity.
- (e) Details from the Countryside Access Service at Kent County Council of the **Explore Kent Walking Festival** from 18 July - 7 August, with preparations underway to promote the festival to over 1 million people. All walking groups who wish to take part in this exciting festival are asked to submit an [Expression of Interest](#) form, in order to ascertain who will be taking part, approximate quantity of walks KCC will be promoting and the types of themes these walks might be. Actual walk details are not required until much later.
- (f) Notification from Canterbury City Council that they honouring the Secretary of State's request and are to publish items of expenditure over £500 including tenders and contracts but not personal data – the data will be published monthly on their website from January 2011.

333 CiLCA submission

NOTED that the Clerk has been working on a resubmission of some modules required for the CiLCA (Certificate in Local Council Administration) qualification.

334 OUTDOOR GYM

The Clerk reminded Cllrs of project costs, explained the two pending funding applications are still awaiting their decision notification, and that the Clerk is keeping an eye out for other potential funding opportunities.

335 ANNUAL PARISH MEETING FOR LOCAL ORGANISATIONS 28 MARCH 2011 (APM)

The Clerk advised invitations to local organisations and key representatives have been accepted by several. The Clerk is finalising the Agenda.

Cllr John Simmonds, KCC Cabinet Member for Finance has confirmed his attendance as a guest speaker, but will need to leave after his address, as he is also invited to Harbledown Parish Council's annual meeting also that night.

Cllrs, along with the Clerk, have all contributed to An Annual Update report, which Cllr Brown has collated and finalised. This report will be printed by the Clerk and available at the Annual Parish meeting and also inserted in the June 2011 magazine.

Refreshments for the event was discussed and Cllr Brown proposed and Cllr Parks seconded and it was RESOLVED that the Clerk should purchase 3 bottles of red wine, 3 bottles of white wine, tea, coffee, orange juice and biscuits for the APM.

Volunteers are required to help in the kitchen with refreshments on the night – Cllr Brown put forward his wife. The Clerk was asked to email all Cllrs and their partners to ask for volunteers

and also to email the consultation database volunteers to see if they would volunteer or know of someone willing to.

336 COMPACT

A Compact is an agreement between the city council, Kent Police, Kent Fire Service and the voluntary sector, and sets out what each sector may expect from the other in terms of standards.

The Clerk has been asked to join the Compact Steering Group (made up of representatives from the city council, voluntary sector, police and fire service). The group feel that Amanda is the ideal person to contribute to a discussion on how to engage with the Parish Councils, having been the rural Community Development Officer for many years and Clerk now to two parishes. A meeting will be held in the early summer, date to be confirmed, but probably sometime in June. All meetings are held in the council offices at Military Road.

Cllrs were happy for the Clerk to attend the first meeting and trial its value, and within Clerk's working hours.

337 RADFALL RECREATION GROUND – IMPROVEMENTS TO PEDESTRIAN ACCESS AND INCREASED CAR PARKING – UPDATE OF PROGRESS

As a result of requests from residents, the Parish Council would like to introduce a new pedestrian access and increase the amount of car parking spaces at Radfall Recreation Ground. There is a clear evidence of need for more parking, particularly on match days, and a separate access for pedestrians rather than the existing vehicular access being the only access is preferred for health and safety reasons.

The proposed new path would run alongside 96 Chestfield Road and end at the far bench at the Pavilion. It is proposed that the access would be created through the existing boundary hedge, located near the traffic calming sign and would involve removal of a portion of the hedge and laying of a pathway across the recreation ground to the pavilion. The hedge removal would involve removing 3 square metres of hedge. The opening would come out onto the pavement.

The extension to the car park would mean the loss of seven trees, two of which are saplings and are considered able to survive replanting. A condition in a conservation area is that any trees removed or subsequently affected by the works are replaced. The parish council intends that the lost trees will be replaced elsewhere on the ground.

Minute 308 from February meeting resolved:

Cllr Brown proposed and Cllr Shorter seconded that Option 2, to increase the size of the car park by 34 additional spaces bringing the total to 69, together with the new pedestrian access be progressed (subject to outstanding questions being resolved).

UPDATE:

The Clerk had a further site visit with an Outdoor Leisure Officer on 8 March, and reported the following update:

i) The Hedge

The Arboricultural Officer at Canterbury City Council confirmed that Conservation Area regulations do not apply to hedges (although significant individual trees may be covered). Also, the Hedgerow Regulations 1997 only apply to "countryside" hedgerows, i.e. those bounding agricultural land or land used for horses etc. Therefore, aside from general issues regarding protected species (nesting birds, bats etc.) he doesn't think there are any other restrictions from his point of view.

ii) The Lease

Query with the Lease to the Cricket Club for the cricket square does not prohibit the project. Waiting on the city council's estate department confirming.

iii) Verges and KHS permission

That KHS who own the verges be consulted and any permissions granted. Clerk to deal

v) Trees

The quotations did not include provision and planting of new trees, so this cost needs to be factored in. A city council officer has been asked to provide the parish council with an approximate cost for replacement trees.

vi) Consultation

- i) The Clerk explained she has written with details of the project to the three ward Cllrs, the two County Cllrs and the city council's portfolio holder Cllr Doyle.
- ii) The Clerk has produced consultation packs for residents – this makes it clear that lost trees will be replaced elsewhere on the ground (as per the condition of a conservation area, any trees removed or subsequently affected by the works are replaced – and replaced with a type of tree and replacement location as agreed with outdoor leisure officers.)
Cllrs Brown and Claisse offered to deliver these to affected households in Chestfield Road and Cherry Orchard, as pre-consultation to the planning application consultation.
- iii) The Clerk will also send details and formally consult with all the sports clubs and users of the recreation ground.

338 Offsite developers' contributions

As per the resolution at the last meeting the Clerk advised the outdoor leisure manager that £2815 of developers' contributions should be put towards the Outdoor Gym project.

The next step is that the Outdoor Leisure manager's report has to go through the approval process with Cllrs – the timetable for this is unclear due to the election. Once accepted by Cllrs the Outdoor Leisure manager would write to the parish council who would then invoice the city council to obtain payment of the funding.

Additionally, at the last meeting, the Clerk was asked to obtain a definition of Semi natural open space for the remaining £550 of unallocated developers' contributions. She also asked if it could this be used for tree management or tree replacement - in particular for the parish council's current project for improvements to access and car parking at Radfall recreation ground will require tree replacement. The Outdoor Leisure manager confirmed the semi natural open space definition is per PPG 17 definition "includes woodlands, urban forestry, scrub, grasslands, wetlands, open and running water, wastelands and derelict open land and rock areas such as cliffs, quarries and pits".

In addition he felt it appropriate to use it for tree replacement at Radfall Recreation Ground.

339 Parish Emergency Plan

The Clerk was asked by the civil contingencies officer at Canterbury City Council to share the parish council's emergency plan. The parish council does not have one. The Clerk has obtained an example and will work on a draft Plan for Chestfield. The draft will come to a future parish council meeting for discussion and subsequent adoption.

340 GRASMERE PASTURES VILLAGE GREEN APPLICATION

Cllr Brown reported back on the Regulation Committee member panel held 22 February 2011. Prior to the meeting he had met with the residents action group and agreed to prepare a presentation for the hearing expressing parish council support. However the Panel decided not to hear – but refer the application to a Public Inquiry. Cllr Brown explained there were 152 representations from local residents that they have used the space. 70-100 residents attended the Panel meeting. The Residents Action Group are now seeking legal advice and have set up a further meeting. It is thought that if this space doesn't get village green status the developer intends several houses and a small industrial estate.

341 PARISH ELECTIONS 5 MAY 2011

The Clerk provided details of the timetable and key information for existing or prospective parish Cllrs, which are attached to these Minutes as Appendix 7.

342 AMENITIES AND SOCIAL ACTIVITIES

Cllr Brown confirmed an article seeking a replacement Christmas dinner co-ordinator is in the latest magazine with a deadline of 20 April.

343 NOTICEBOARDS

Cllr Goldsack asked if the noticeboard at the Golf Club could be turned by 90 degrees so residents can see it from the road/pavement rather than from the car park. The Clerk agreed to check the type of fixings.

344 MAGAZINE

Thanks to Cllr Bailey were recorded for all his efforts for the March magazine.

345 SURVEY ON 'MORE TREES FOR THE PARISH?'

At the 14 February 2011 meeting Maydowns Road residents and committee were very supportive of this initiative. As this is an unadopted road KHS permission to plant more trees would not be required. However more work is required to find out which residents would like a tree on their property. The Chairman of Maydowns Road committee agreed to do a flyer to all residents and let the Clerk know.

The Clerk will contact the Residents Association Chairman for a progress report or to see if any help is required.

346 SPEEDWATCH

The Clerk has made progress to install similar signage to the repeater signage at Minster, having obtained details and Kent Police permission. After much dialogue with Kent Highways Service (KHS) they have sent an application for a licence, requiring a schedule to complete of locations for individual signs. The Clerk asked Speedwatch volunteers for suggestions on signage locations and then walked the village to identify streetlamp column locations on a map along with their unit reference numbers. These locations were discussed and agreed by all Cllrs at the meeting, but the Clerk was asked to locate a further two columns in Molehill Road and then complete the licence application to KHS.

The Clerk obtained information about the costs of signs and fixings and reported this back to the meeting. Cllrs unanimously resolved the square cheaper signs, which will come in well within budget.

347 PROWS

The standards for maintenance by the PROW department on the public rights of way are cuts in May, July and September. Cllr Claisse advised that a 400m stretch of the footpath behind Maydowns Road is impassable with overgrown brambles and cant wait until May. He will find out the exact location by house numbers and advise the Clerk for onward reporting.

348 HIGHWAYS

The Chairman reported that Cllr Bailey had followed up his action from the last meeting, to check with Kent Highways Service the current status of the proposed crossings in the village. He has been advised by there are no current proposals on the books – nor has there ever been a formal listing made - however, this will be discussed with Ruth Goudie when she returns from leave.

The Chairman advised a resident had contacted him about cars and contractors parking on verges all throughout the village, and asking if the parish council would put up signs. Cllr Brown explained even with permission for signage the issue is enforcement. Instead Cllr Brown asked that Cllr Bailey be asked to write an article for the next magazine asking residents not to park on the verges nor allow their contractors to.

349 DRAFT SURVEY TO ENCOURAGE GREATER PUBLIC ATTENDANCE AT PARISH COUNCIL MEETINGS

The Clerk's draft survey was discussed and amendments agreed. The Clerk will incorporate the amendments and issue to the database of consultation volunteers.

Other suggestions to increase attendance include having a 'topics current' article in each magazine, ad to post a notice on the WI hall on the day of the meeting as a reminder.

350 ENVIRONMENT

Cllr Brown advised that the manager of Sainsbury's has advised that his cleaners have complained that the litter bins are always full of bags with dogs waste. The Clerk was asked to contact the city council and ask if they would install a dog waste bin alongside the litter bin.

The Clerk explained Cllr Chapman had been approached by a residents of Longacres to complain about owners allowing their dogs to foul along a footpath, mostly at night, despite there being two dog bins nearby. The Clerk wrote to the city council asking for a sign on the footpath stating that it is an offence to allow dogs to foul with a substantial fine as a result of non-compliance. However, the footpath here is Kent Highway Services adopted and the city council are not permitted to put up no dog fouling signs on highway adopted land/ Lamp Columns managed by KHS. The Clerk wrote to the resident explaining about giving witness statements to enable the city council to prosecute owners who allow their dogs to foul the highway adopted areas (not private land); also asking the city council street inspector to do some patrols in the area, and advising that residents can also contact SERCO, if any cleansing is required, on freephone 0800 031 9091.

The land either side of the footpath is thought to be in private ownership. Cllrs considered whether it may be possible to contact the owners and erect some signs, however most responsible dog owners clear up after their dogs – signage doesn't stop offenders. It was agreed that the Clerk would write an article for the next magazine instead.

351 NETWORK RAIL – PIGEON DROPPINGS UNDER THE BRIDGE

ONGOING: The pavement under Swalecliffe Station railway bridge is being fouled by pigeons' faeces, causing dangerous slippery conditions for pedestrians. Pigeon proofing of railway bridges is the responsibility of Network Rail. However, despite many requests by the parish council since January 2008, Network Rail has taken no action.

UPDATE: The Clerk advised that Network Rail rung the environmental health manager at the city council on 11 march and confirmed that an inspection took place last week and repair work has been authorised. Work will start on 21 March 2011.

352 CHERRY ORCHARD OVERGROWN VEGETATION

The Clerk reported a complaint from a resident about overgrown trees and bushes in private residents gardens obstructing the pavements here making it especially difficult for people with pushchairs. The Clerk went and inspected and found six houses with overgrown vegetation. Cllrs confirmed the parish council's policy is to write to these residents urging them to tidy up or contact the Clerk if there is a problem with doing so. The Clerk would then inspect 28 days later and follow up with a second letter if needed in sever cases, stating that the parish council may instruct a private contractor to do the clearance and send the resident the bill.

The meeting closed at 9.30 p.m. Signed..... (Chairman) Date

**CHESTFIELD PARISH COUNCIL
PLANNING REPORT, 14 MARCH 2011**

APPENDIX 2

New Applications

37	CA/10/02018/FUL	26 Grasmere Road Single-storey extension to side and rear of dwelling and erection of detached double garage	For information only - Delegated from last parish council meeting as the date for a response was required before the meeting: The Parish Council has no objections. This development is on a very extensive plot and we can see no grounds for objection to the single storey extension for a swimming pool, nor the rear extension. There has apparently been discussion with the neighbours concerning the positioning of the detached double garage, who would like it positioned further forward, when it would be hidden by tall laurel shrubs. This would bring it rather near a Yew Tree. The Parish Council has no objection
38	CA/11/00175/FUL	133 Chestfield Road Conservatory to rear of dwelling	The Parish Council has no objection

Notifications

CA/10/01833/TPO	29 Grasmere Road Remove Oak tree subject of T.P.O. No 7 of 1969	Granted by CCC
CA/11/00033/FUL	Huntsman Cottage, The Drove Porch, Raised deck, and single-storey extension to annexe	Granted by CCC

Trees

The Old Farm House, The Drive, Chestfield	Mature bramley apple tree, located in the rear garden – Crown lift/reduce back in, lateral branches only by 1-2ft, maximum branch size at pruning point 3 inches.	The Parish Council has no objection – this work is responsible tree management
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Enforcement

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

Possible breach reported 30/06/10 on advice of a concerned resident. An outbuilding erected about a year ago 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 is mindful that the building is fully equipped and could be used for independent residential use. It is therefore necessary to investigate further. It is proposed to serve a Planning Contravention Notice to obtain more information on how the building is used. Once that information is obtained the local planning authority will decide on the appropriate course of action.

The Clerk contacted Enforcement team on 4 January 2011 for an update. The officer replied that further to their October letter, he had not had the opportunity to progress this because of other enforcement cases. However, he proposed to issue the Planning Contravention Notice shortly and expected to be in a position to provide a further update by the end of January. The Clerk emailed on 15 February to chase for an update.

2. Thane, The Leas, Chestfield, CT5 3JX – REFERENCE ENF/11/00034/P2

Description of alleged Breach: erection forward of principal elevation of a raised platform, high fencing adjacent to a highway and creation of a new access.

Letter received from the enforcement officer 3 February 2011 advising the team will be in contact with the Parish Council after they have made an initial assessment of the problem.

No update as yet.

3. Chelmslea, Radfall Road ENF/10/00125

Letter received from Enforcement team on 17 February 2011 to advise that the site has been visited and assessed. Technically a breach of planning control exists in relation to the brick wall and widening of the access, until such time as the landowners implement planning permission granted (reference CA/10/02061). Furthermore the landowners have 3 years to implement the approved scheme. However, since Kent Highways were not unduly concerned over the brick wall and widened access, it has been decided to close this enforcement case as no longer expedient to pursue.

Government advice is that enforcement action should only be taken when a breach of planning control would unacceptably affect public amenity or the existing use of land or building meriting protections in the public interest. Having discussed the matter with senior colleagues the Council do not consider that this development has resulted in substantial harm, or that it is in the public interest to pursue enforcement action over this minor matter.

Appendix 7, Meeting 14 March 2011

Election Parish Councillors, Thursday 5 May 2011

The Returning Officer is Colin Carmichael who has appointed two deputies, Bob Bennett (contact on 01227 862 003) and Lyn McDaid (01227 862 006)

Timetable:

Publication of Notice of election	17 March
Delivery of nomination papers	Noon on Monday 4 April
Statement of persons nominated published by CCC	Noon Wednesday 6 April
Request to vote by post deadline	5pm on 14 April
Publication of Notice of Poll	21 April
Polling Day	5 May
Counting of votes	6 May
Return of election expenses (even if nil return)	10 June

Eligibility

A Parish Councillor must be aged 18 years or over, be a qualifying Commonwealth citizen, a citizen of the Republic of Ireland or a citizen of another member state of the European Community, and

- (1) Be on the electoral role in the parish; Or**
- (2) During the whole of the twelve months before he/she was nominated as a candidate, occupied land or other premises as owner or tenant in the parish; Or**
- (3) During the same period, resided in that area or within three miles (4.8km) thereof; Or**
- (4) During the same period, has his/her principal or only place of work in that area.**

Other disqualifications, such as bankruptcy also apply. The Clerk has full details or visit www.electoralcommission.gov.uk

Key dates/actions for existing Parish Cllrs or new eligible candidates wishing to stand:

- i) Complete your nomination form from 9 March (Electoral Services will send clerks a supply.)
- ii) Your nomination must be proposed and seconded by two residents of Chestfield (these residents may be related to you)
- iii) You will need to contact the Clerk to get verification of the numbers on the electoral role for these residents.
- iv) Also complete a Consent to Nomination Form which must be attested by a witness (the witness can be anyone) – a nomination paper without a consent form is invalid. Candidates must state on the consent form ALL their qualifications for candidature and must state their date of birth.
- v) Ensure your forms are returned to the Electoral Services officers (preferably by hand) by Noon on 4 April.
- vi) A Notice of Validity will be issued by Electoral Services after submission of the nomination paper
- vii) If elected, at either a contested or uncontested election, Cllrs must complete a "Declaration of Acceptance of Office" at the first meeting after the election (the Clerk will supply elected Cllrs with this)
- viii) Also, if elected, Cllrs must complete a (new) Declaration of Interests Form (the Clerk will supply elected Cllrs with this) and return to the Clerk within 21 days after the election for the Clerk to keep a copy and forward it to ensure it is received at Electoral Services within their deadline of 28 days. Failure to do so will render the position vacant.
- ix) Candidates may attend and/or appoint counting agents to attend to observe the parish council elections verification of the votes at the Count at the Westgate Hall if they wish (time tbc) but not the count of the district election votes.