

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

Present: Parish Cllr Steve Bailey (Chairman)
Parish Cllr John Parks
Parish Cllr Len Claisse
Parish Cllr Patricia Chapman
Parish Cllr Mick Shorter
Parish Cllr Joe Hunter
Parish Cllr Christopher Ellis
1 x vacancy

Ms Amanda Sparkes, Clerk to the Council

26 x residents (11 for part of the meeting only)

144 CHAIRMAN'S OPENING REMARKS AND APOLOGIES FOR ABSENCE

Cllr Bailey welcomed everyone to the meeting, and remarked on a record number of residents in attendance. Apologies for absence had been received from PCSO Aaron Pedwell.

Belated apologies for absence were received from Parish Cllr Christopher Brealy.

145 MEMBERS' INTERESTS

There were no declarations of interest.

146 MINUTES OF THE MEETING HELD ON 10 OCTOBER 2011

Cllr Hunter proposed and Cllr Parks seconded that the Minutes were a true record of the meeting.

147 ACTION LIST APPENDIX 1a

The list was talked through and deletions and progress noted.

148 POLICING

The Clerk drew attention to a report from the PCSO that there have been a few burglaries in the Chestfield/Swalecliffe area and to remind residents to take whatever measures they can to secure their properties, garage and sheds.

Previous concerns about youths gathering along the Brook near to the Ridgeway and some anti-social behaviours in the Primrose Way area were raised at the August meeting. A resident had contacted the Clerk prior to the meeting having experienced raw eggs thrown at her property and other problems. She had reported this to the police. Cllr Chapman had chased the PCSO for an update on this and the previous incidents, and received an email in reply, which was dismissive and rather rude. The fact remains that antisocial behaviour is prevalent on certain occasions. Cllr Chapman has asked for regular patrols to address this. Cllr Bailey advised he would write to the PCSO's supervisor about the lack of support and reports and attendance at the parish council meetings.

Cllr Bailey explained that on Saturday 12 November 2011 at 21.45hrs, there was a large disturbance on the rugby playing fields. Lots of loud fireworks were consecutively set off, causing not only great noise, but creating an inordinate amount of smoke. This was accompanied by loud shrieks and laughter. With such a large group of youths Cllr Bailey did not approach them directly, but called Kent Police on their Maidstone call centre number. The desk operator was understanding and courteous, and took the relevant details and agreed to pass on the complaint to the patrolling units. At 23.30hrs, Cllr

Bailey received a call from the Police who advised that their patrol had spoken and dispersed the group. They further confirmed that there were 'adults' also in attendance but did not give any further detail. The Clerk was asked to contact the PCSO to follow this up.

149 NEIGHBOURHOOD WATCH

Cllr Claisse confirmed two reports last week – a garage burglary and a theft of a golf bag from the golf club.

He also advised of a report that the Police are to introduce a new service for all non-emergency calls – a new number 101. This presumably will replace the Maidstone number. The Clerk was asked to contact the PCSO to clarify this and find out its implementation date.

Cllrs CONSIDERED donation of the parish council spare noticeboard to The Drove/ The Drive Neighbourhood watch scheme. Cllr Shorter is holding the spare board and all fixings. Subject to the site owners' permission it would be sited at the cross roads of The Drove and The Drive. Cllr Ellis will liaise with Cllr Shorter for the handover.

150 The meeting was adjourned for parishioners' questions.

A resident attended, having presented an information pack to the Chairman and Clerk prior to the meeting, and spoke on behalf of the Grasmere Pastures action group. He explained the group is receiving free legal assistance by junior barristers at the UKC Law Clinic, but that their out of pocket expenses such as mileage, postage, copying of documents, need to be met. The Parish Council considered the request for a donation for this. Cllrs wanted to reaffirm their support for the village green application – two sides of the pasture abut the parish boundary and the area is very well used by a high number of Chestfield residents. The Public Inquiry is now scheduled for 30 January 2012. Cllr Bailey proposed and Cllr Ellis seconded a donation of £150 (made up of £100 from the budget provision for donations this year, together with £50 from the Chairman's Allowance still unspent.) A cheque made payable to "Grasmere pastures" was signed and presented to the resident at the meeting. The Clerk will write to re-affirm the parish council's support for the village green application, and to request acknowledgment of receipt of the cheque for audit purposes.

A second resident wanted to talk about the PROW maintenance but this was already on the Agenda. Cllr Bailey also confirmed CW69 has now been surveyed by the highways service and will be marked up next week and repaired in three weeks' time.

A third resident pointed out that there are more commuters cycling to the station and that the parking for bicycles in Maydowns Road is proving inadequate. The Cllrs agreed that the Clerk should source and price up for more provision and add this item to the next Agenda.

Several residents were in attendance regarding the planning application for Leascroft. This proposes demolition of the existing property and two new dwellings built on new sites within the plot instead. Plot 1 house is a 5-bed 5-bath home, Plot 2 house is a 3-bed home. Comments from those opposed included concerns about the conservation area, garden grabbing, the site prone to flooding and poor drainage, out of keeping and poor quality design, a higher roof ridge line, overlooking issues on neighbouring properties, limited parking for Plot 2, an overhanging high hedge restricting a footpath, and that Plot 1 has a huge much bigger house, and Plot 2 has a tightly squeezed in house very close to a very large tree.

The owner and his family were in attendance. He explained he has a mature family, and the existing house is very old and has suffered some structural movement. The scheme for the smaller home finances the larger one for his family to live in. The planning officer in the pre-meeting advised as much of the hedge should be retained as possible. He felt that the plot is very large and two dwellings can be easily supported.

Cllr Bailey thanked everyone for their comments and civility and explained that the parish council will look to make impartial and objective comments.

The meeting continued.

151. PLANNING

Cllr Claisse presented the Leascroft proposal to the meeting. Cllrs resolved to write to the city council as the planning authority with a series of reservations about the whole proposal rather than as an objection to the whole application.

Cllrs concerns included:

- Inadequate drainage for Plot 1 house
- Cllrs are not at all happy with the plot 2 house proposal – this is a very narrow, very small plot, impacted on by the tree, and which in turn impacts on its neighbouring property (Martletts).
- The principle of a conservation area that you don't alter anything unless it is an improvement. This is clearly a financing development.
- A tree survey for Plot 2 house states that if a trench filled foundation is required then damage to root disturbance is inevitable. A raft foundation with piles would minimise this but costs more. The parish council felt the raft measures should be insisted upon.
- There is additional concern about this tree being very close to the proposed new house and that it would be as tall as the property, so the full beauty of the tree will be impacted upon.
- Concern about too little space allocated on Plot 2 house for parking and turning.
- There is a nearby precedence – Manderley was demolished and 3 homes erected on the single plot – but these remain unsold after a long period of time so there is concern that this treatment and the loss of substantial homes on substantial plots is not what Chestfield needs.

Residents were also reminded that they are able to make their own representations to Canterbury City Council about any planning applications if they wish.

Councillors then considered other planning applications and tree works in Appendix 2 previously circulated, together with new verbal additions. Decisions reached and latest information now attached as Appendix 2 to these minutes.

It was NOTED that Cllr Parks is to attend the Development Management Committee meeting on 15 November to speak to the proposal at 85 Chestfield Road.

152 Shared planning training course with Herne and Broomfield parish council

Cllrs Parks and Ellis attended this training "Development Management" on 5 November. Cllr Ellis commented it was a useful exercise and an eye-opener. Major strategic shifts over what will be acceptable in the future under the Localism Bill are underway. The Clerk advised that feedback from the attendees had been positive and circulated to those who attended. The delegates asked for future training once the localism bill is finalised. The Clerk will organise another course next Spring.

153 RADFALL ROAD OR RADFALL HILL

The Clerk advised she had been contacted by the street naming officer at the city council concerning Radfall Road and historically a mention of some properties being on Radfall Hill. The Royal Mail has addressed all the properties as Radfall Road. The Clerk consulted with parish cllrs, Mike Battson of Broomfield Gate residents' association and also Bob Brown, ex-parish council chairman and resident of Radfall Hill. Cllrs resolved that ultimately the decision should be the city council's but agreed that it probably should all read as Radfall Road.

154 FINANCIAL MATTERS

(A) FINANCIAL MATTERS

- (a) RECEIVED the bank statements for October 2011, and RESOLVED the signature of the Chairman thereon;
- (b) NOTED a payment of £16.33, for the Plusnet Internet account was taken by direct debit on 18/10/2011.
- (c) NOTED that as reported to the October meeting, Wood & Co gave notice that due to medical reasons they need to retire and relinquish the parish council as clients. The Clerk has taken up their kind offer to use their existing PAYE Bureau licence to 31 March 2012, and undertake training of the software, with a view to reporting back to the parish council in due course on future alternatives to the monthly PAYE calculations.
- (d) NOTED that the Clerk sent a copy of the invoice to CCC dated 30 July 2011 to claim the agreed developers' contributions for outdoor gym of £3,365 to chase the payment of this amount.
- (e) NOTED Chestfield parish council paid in April 2011 with Cheque number 2016 a sum of £390 for 12 parish council meetings and one annual meeting each of 3 hours duration for the financial year 2011-2012. The WI have advised that from 1 January 2012 the rate of hire is increasing from £10 to £11 per hour for the main hall and an additional £3 per hour for the use of the kitchen (a rise of £1 per hour). Therefore the 3 meetings for January to March incur an additional fee of £9.00. In addition the parish council did not pay for the use of the kitchen for the annual parish meeting so a further £6 at the old rate applies. Cheque 2090 for a total of £15.00 now due.
- (f) NOTED that the Clerk held an internal audit with the Internal Auditor on 20 October 2011. His report is circulated to all Cllrs as Appendix 3a.

Magazine advertisers: TO NOTE receipt of £ 1,755 to date for x 24 magazine advertisers' cheque payments to renew their magazine advertisements for the next 4 editions of the parish magazine. The Clerk is negotiating with 6 more advertisers to make their payments and renew their adverts.

TO NOTE that 8 advertisers chose not to renew their advertisement this year – the Clerk and Chairman will offer these spaces to others on the waiting list.

(B) AUTHORISATION OF ACCOUNTS

The Clerk presented a supplementary finance sheet for payments requiring authorisation totalling £384.88. Cllr Bailey proposed and Cllr Chapman seconded and it was RESOLVED that the financial matters and accounts, as previously set out in Appendix 3 of £ 3,453.16 together with the £384.88 plus the cheque written out at the meeting to Grasmere Pastures for £150 now totalling together £3,988.04 be authorised for payment.

155 INTERNAL AUDIT

RECEIVED The Internal Auditor's report previously circulated to Cllrs as Appendix 3A, of an internal audit held on 20 October and as the council adopts a loose-leaf system of

recording Minutes, noted the one new recommendation to initial each page of the Minutes at the meeting and signing in full on the last page.

156. PARISH OFFICE

Cllrs had previously been circulated a discussion paper “Do we need a parish office?” (Appendix 3b). An alternative presented was a secure self-storage unit. Opinion was divided, with some Cllrs feeling that the council should demonstrate savings to residents and that the financial saving could be used in other ways, the office is outside the parish boundary, there would be very few occasions when a meeting is needed and alternative options are available. Other Cllrs felt that they like the possibility of personal contact, it is nice to have a base for Cllrs and residents, and there had been considerable difficulty in getting the office in the first place.

The decision was deferred for the Clerk to explore whether there is to be an increase in office rent in 2012 and to do some research around levels of work from home allowance.

157. MEMBERS ALLOWANCES

Cllrs had previously been circulated a discussion paper to consider introducing members allowances (Appendix 3c). Whilst all Cllrs are volunteers there are costs to carrying out their duties such as computer, software, printing, paper and telephone calls. Opinion was divided and Cllrs also felt that although there is no need to evidence expenditure they would want to produce a report on where their allowance had been spent. Cllr Parks pointed out he had done some research and the allowance could only be paid to elected Members not co-opted members.

The Clerk agreed to find out a bit more, such as whether the council has a power to be able to pay Cllrs printing inks and papers as expenses rather than an allowance.

158. PRECEPT REQUIREMENT FOR 2012-2013

The draft precept requirement figures for 2012-2013 previously circulated as Appendix 3d and Finance working party key notes to the figures (Appendix 3e) were presented, a culmination of comments and discussion on each heading from the working group made up of the Clerk, and Cllrs Bailey, Claisse, Ellis and Parks. In view of the current economic climate, the working party were pleased to be able to present a precept requirement for next year 2012-13 of £ 61,497, a decrease of over 4.5% on last year's. Cllr Chapman proposed and Cllr Parks seconded and all Cllrs agreed that this be accepted. The Clerk will advise the city council's finance department of the requirement.

159. STANDING ORDERS AND FINANCIAL REGULATIONS

In financial year 2010-11, the Parish Council undertook a thorough review of the standing orders (in May 2010) and the financial regulations in August 2010. The Clerk asked Cllrs to revisit both prior to the meeting. Cllr Bailey proposed and Cllr Shorter seconded that Cllrs APPROVE, with no changes since the last adoption in August 2010, Chestfield Parish Council's **Financial Regulations**, based on the NALC Model Regulations (previously circulated to all Cllrs and held in the Minutes File as Appendix 8), and to APPROVE, with no changes since the last adoption in May 2010, Chestfield Parish Council's **Standing Orders**, based on the NALC Model Regulations (previously circulated to all Cllrs and held in the Minutes File as Appendix 9)

160. CLERK'S REPORT

CORRESPONDENCE FOR ACTION:

- (a) Invitation to KALC AGM on 12 November at Ditton Community Centre and the KALC Annual Report brochure

- (b) Considered Invitation to The Lord Mayor of Canterbury's Annual Ball on 25th February 2012. No Cllrs were able to attend.
- (c) Kent and Medway Fire and Rescue Authority plans for the future in a document called **Towards 2020**. The plan focuses on the closure of a number of part-time fire stations, as well as further proposals on how they deal with automatic fire alarms. Views are invited - visit www.kent.fire-uk.org and follow the link from the home page. The closing date for comments is **16 January 2012**. The plans propose to close Sturry fire station and build a new one at Herne Bay.

CORRESPONDENCE TO NOTE

- (a) Canterbury City Council's "Parish News" E-Newsletter
- (b) Action with Communities "Rural News 108" and "Rural News 109" E-Newsletters
- (c) Whitstable Society October newsletter
- (d) Minutes of the Parish Forum held on 8 October together with the presentation on the Rural Hierarchy study
- (e) The Whitstable Society Newsletter
- (f) A recent press release from Kent Highways outlining their preparations for the Winter weather, and the Winter Policy Statement
<http://democracy.kent.gov.uk/documents/s19262/Item%20C4%20-%20Appendix%20Winter%20Service.pdf>

NEW CONSULTATIONS

The Government has just issued a further 3 consultations.

KALC will formulate a response but invite parishes to inform their response :

1. Neighbourhood Planning Regulations

<http://www.communities.gov.uk/news/corporate/2007557> .

2. Community Infrastructure Levy

<http://www.communities.gov.uk/publications/planningandbuilding/cilreformconsultation>

3. Local Government Pension Scheme (LGPS)

<http://www.communities.gov.uk/publications/localgovernment/pensionconsultation>). The Government wishes to save £900 million from the LGPS by 2014-15.

4. Kent County Council consultation on Mineral and Waste Sites Development Plan Documents – Supplementary Options Consultation.

This Mineral and Waste Development Framework will be in three parts – a Core Strategy, a Mineral Sites Development Plan Document and a Waste Sites Development Plan Document. The consultation includes nine new sites submitted late as well as five sites previously consulted upon between May and August 2011 which now have significant modifications. Also two sites withdrawn by the operator or landowner who promoted the site for consideration. View and comment at http://consult.kent.gov.uk/portal/supplementary_sites/site_options.

MEMORIAL BENCH FOR MR TONY BLAKE

The Clerk has sourced an installer and placed an order for the memorial bench and fixings required on 27 October 2011. The Clerk will oversee the installation in due course.

BOOKING OF WI HALL FOR 2011

The Clerk confirmed she has written to the WI bookings secretary and received confirmation of the 12 parish council meeting booking plus two events (Annual Parish

meeting of local organisations) and the Christmas Carol Service (dates agreed at September parish council meeting) for 2012.

THE QUEEN'S DIAMOND JUBILEE CELEBRATIONS JUNE 2012

Cllrs discussed at the finance working group meeting that some small budget provision should be made to help residents who may wish to hold celebration events next year to celebrate the Queen's Diamond Jubilee. Additionally the Clerk sourced a Guide on holding street parties or fetes in order that the council is able to offer residents advice around holding street parties. The Clerk has added this to the parish council website at this link <http://www.chestfieldpc.kentparishes.gov.uk/default.cfm?pid=7459>

Cllr Bailey agreed to add this link in the next magazine.

161. KENT HIGHWAYS ANNUAL SURVEY

The Clerk advised of a late piece of correspondence – the Kent Highways annual survey, which Cllr Bailey agreed to complete on behalf of the parish council.

162. CHRISTMAS ACTIVITIES CHRISTMAS TREE

Cllr Chapman proposed and Cllr Shorter seconded that the Clerk be given authority to place the order for the Christmas at St Joseph's Catholic Church as in previous years.

CHRISTMAS LIGHTS JUDGING COMPETITION

Cllr Ellis proposed and Cllr Hunter seconded that the parish council carry out the Christmas Lights competition again this year. Cllrs Shorter and Parks agreed to draw up the shortlist, and Cllrs Chapman and Bailey agreed to do the final judging. Cllrs resolved to give authority to the Clerk to purchase a Christmas Hamper as the prize, and Cllr Bailey as Chairman to make a presentation speech at the Christmas carol event and award the hamper.

CHRISTMAS CAROLS EVENT

This is confirmed as Wednesday 21 December at 8pm on the green outside St Joseph's Catholic Church. The Clerk confirmed Chestfield Rotary Club have agreed to help out at the event; the WI hall is booked; she has written to Reverend Ann Gillibrand at St John's Church and Father St Aubyn at St Joseph's to ask them for programme amendments; and she has confirmed the organist. Cllrs RESOLVED

- i) That authority be given to the Clerk to do the shopping for the event
- ii) Once programme amends are confirmed that the Clerk should arrange the printing
- iii) Cllr Claisse agreed to collect 'donations' in a bucket at the event
- iv) The Clerk to collect the WI hall key on the day and to distribute programmes outside the WI hall/Church on the night.

163. UPDATE ON MOLEHILL ROAD

As previously reported, the raised manhole covers and large potholes are being investigated by both the KCC KHS' Operations Inspectors and the Drainage Engineer. There are two options available - 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. The Clerk chased for an update on 10 August. A reply is awaited. The Clerk chased again on 7 November 2011.

164. FLOODING ISSUES ON THE OLD THANET WAY

From October/November 2010 - KHS confirmed they intended to install new

gullies in front of the kerb inlet gullies to assist travel of water off the carriageway. 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, 26 July and 10 August to chase engineer for an update. A reply is awaited. The Clerk chased again on 7 November 2011.

165

MAGAZINE

Cllr Bailey confirmed the December edition is in hand and will include the emergency plan survey to all residents.

166

PARISH PLAN ACTION PLAN

MORE TREES FOR THE PARISH

The Clerk confirmed the Kentish Stour Countryside Partnership volunteer team are booked to plant the trees on 24 November, and that an order for the trees and stakes and ties has been placed with Meadow Grange Nursery. Additionally all the utilities have been searched and one side of the road does have services running down it. There will be a need to hand dig the holes and take care. The Clerk has met a BT Engineer on site and he has marked out all the telecommunications trenches.

The Clerk has written out to all residents who asked for a tree to remind them of the date and to advise that the Nursery staff have advised that as we are planting in November there should be no maintenance or watering requirement. The root system will be all established by Spring, so residents shouldn't need to do anything. The exception to this would be if March/April next year is very dry – then some watering may be required.

NOTED also that the Clerk has circulated the Action Plan to the new Cllrs and will bring the latest Action Plan to the December meeting to revisit

167

KENT INTERNATIONAL AIRPORT

RECEIVED Cllr Claisse's report of a meeting held 11 October 2011 (Appendix 6) and his report of a further meeting held on 21 October 2011 (Appendix 6a).

168

KALC

RECEIVED Cllr Claisse report of the KALC meeting held on 12 October 2011 (Appendix 7)

169

TRAIN SERVICES

Cllr Bailey advised there had been no changes to train services yet.

170

PROW and CYCLE PATHS

Cllr Hunter agreed to do an article for the March magazine.

Cllr Ellis will work on a proposal for a circular walk and bring to a future meeting.

171

SPEEDWATCH

The Clerk advised that she had contacted the PCSO who confirmed that the Police's speedwatch gun is still broken and away for repair. She had collated recent checks undertaken by the volunteers and collated the results as follows:

- i) A check on 10 October at the bottom of Radfall Road picked up 22 vehicles doing 37 mph or more in one hour; only 3 were travelling towards Canterbury.

- ii) A check on 4 November at the bottom of Radfall Road picked up 13 doing 37 mph or above in one hour; one was travelling at 53 mph.
- iii) A check on 20 October at the playing fields picked up 9 doing 36 mph or above in 45 minutes
- iv) A check on 26 October at the Chestfield Road/Share and Coulter Road junction picked up 5 doing 36 mph or above in one hour.

The statistics clearly evidence that Radfall Road is a problem area for speeding. The Clerk was asked to email the statistics for these checks to all Cllrs and speedwatch volunteers also.

172 HIGHWAYS

Cllr Bailey spoke of roadworks being carried out at the bottom of Chestfield Road which are neither well lit or well managed for pedestrians. Cllr Bailey said he would speak to the company and Kent Highways.

He also advised that budget provision in the precept for 2012-2013 has been made for match-funding projects.

Cllr Claisse advised he had received numerous telephone calls about the partial collapse of the verge outside 16 Plantation Road due to heavy lorries delivering during recent construction works. The Clerk had reported this and chased a couple of times for a reply. Cllr Claisse advised it is now quite dangerous. The Clerk was asked to chase again and copy in Cllr Harrison for action.

173 ENVIRONMENT

Cllr Bailey wanted to record thanks to Cllr Brealy in his absence as he has been very busy. He met with the assistant manager of Sainsburys and arranged that they would trim the hedge by the footpath at Primrose Way end. He confirmed that Sainsburys do own the area between the Brook and the back of the Primrose Way houses and agreed they would clear the brambles and scrub at that end towards the bridge to reduce the fire risk and anti-social behaviour.

Cllr Claisse advised he had planted some 350 crocuses along the Chestfield Road in the last week. Cllrs wished to express thanks for this.

174 PROW MAINTENANCE FROM POLO WAY TO LONGACRE AND TO SHARE & COULTER ROAD

The matter of the unmaintained grass lands either side of footpaths stretching from Polo Way to Longacre and then on to Share & Coulter Road has been previously discussed earlier this year. A resident had contacted the Clerk and advised that when Canterbury City Council granted planning permission back in approximately 1982 Ref. CA/81/378/WHI, an agreement was set up between Canterbury City Council and Sterling Homes/Allied London Properties that the latter were bound to maintain and upkeep these sections of grassed land indefinitely. The grass has been cut and regularly maintained for the last 24 years by Sterling Homes/Allied London Properties. However, the grass cutting came to a halt this July 2011 and an e-mail was sent by Allied London Properties/Sterling Homes to the local gardener, whom they had employed to do the job, to cease forthwith cutting the grass in these areas mentioned above.

Residents of Polo Way, Longacre, and Share & Coulter Road request that the Parish Council look at this again.

It was thought that the new contractor included this section in his quote but he had not. The Clerk reported that she had asked him to quote and negotiated a lower rate. Cllrs have made some budget provision for some cuts for this area next year. Cllr Bailey agreed to speak to the contactor and negotiate terms.

The meeting closed at 10.20 p.m.

Signed..... (Chairman)

Date.....

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

APPENDIX 2

New Applications

23	CA/11/01680/ELE	Takamaka, The Drove Replacement overhead electricity lines	Deadline for response was prior to this parish council meeting so a delegated authority to Planning Cllrs was authorised: They advised they had no objection, the work is in fact an improvement.
24	CA/11/01651/FUL	Land adjoining 20 Plantation Road Application for a new planning permission to replace planning permission CA/08/01276/CHE for removal of existing garage and erection of detached dwelling in order to extend the time limit for implementation.	The parish council has no objection to the renewal of this planning application. However, Cllrs would like to reiterate their previous comments, which requested that a condition be imposed precluding future roof space development and the potential impact upon the privacy of neighbours.
25	CA/11/01782/CAC	Leascroft, The Drive Demolition of dwelling house and associated double garage (Leascroft)	Reported to the meeting – see body of Minutes at Minute number 151 above
26	CA/11/01728/FUL And AMENDED PLANS	Leascroft, The Drive Erection of 2 detached dwellings, one with detached double garage and one with integral garage following demolition of existing dwelling and detached garage	Reported in Minute number 151 above
27	CA/11/01571/CAC	Drove House, Molehill Road Demolition of existing dwelling	The parish council has no objection. Neighbour at Avondale (Molehill) happy : Card left at Farthings in the Drove – no response.
28	CA/11/01570/FUL	Drove House, Molehill Road Replacement dwelling house	A new building within the plot - the parish council has no objection.

29	CA/11/01744/FUL	Whyte Gables, The Leas Demolition of existing garage and erection of two-storey side and first floor rear extensions and replacement garage to side with accommodation over	The parish council has no objection. The Neighbour at April Cottage was happy although he wondered about the window above the new garage which looks out on his property, which may be considered intrusive.
30	CA/11/01720//FUL	28 Kendal Meadow Erection of first-floor extension to garage incorporating dormer windows to front, two-storey link to main dwelling and conservatory to rear	The parish council has no objection. Neighbour at No 26 happy - card left at house opposite – no response or representation.

Notifications

CA/11/01040/FUL	The Willows, Radfall Road Two and single-storey front and rear extensions incorporating dormer window to rear of dwelling	GRANTED by CCC
CA/11/01447/FUL	9 Fern Close Two-storey extension to rear of dwelling	GRANTED by CCC
CA/11/01500/FUL	20 Old Fold CT5 3NL Two-storey side extension including dormer to front and rear and integral garage	GRANTED by CCC
CA/11/01510/FUL	72 Maydowns Road Single-storey side and rear extension	GRANTED by CCC

Trees

Changes to the way the city council notifies parishes of tree works

Parish clerks were advised on 10 October that in an effort to increase efficiency, Canterbury City Council are changing the way they consult and notify Parish Councils of proposed tree work in conservation areas. They previously e-mailed individual letters to each Parish for every Conservation Area Notice received, and with more than 500 Notices each year this has become increasingly burdensome.

In future, they shall send a weekly list of all Notices received, and would ask for any comments on the proposed work at least one week before the expiry of the 6 weeks period of Notice. The list will include details of : Parish, Location of Trees, Date of Notice, Expiry Date, and Proposed Work.

The list will also show work which is exempt from the usual requirement to give 6 weeks Notice and does not require a response.

Tree applications:

1. 31 Chestfield Road

- Reduce large poplar tree to the side of the driveway in Share and Coulter Road to its previous cutting points in the crown of the tree and reduce back all outer growth, leaving some young growth on the main stem.

Cllr Chapman as tree warden, spoke to the owner, she showed Cllr Chapman a vast polar tree which is positioned on her drive way and causing great obstruction for vehicles parking there. She has had many problems with its position and Cllr Chapman can see no objections at all to it being reduced to its previous cutting point and to reduce back all the outer growth.

2. 46 Chestfield Rd

- Reduce the height of Mature Monterey Cypress situated in the rear garden by approx. 2metres and balance sides accordingly.
- Reduce the height of four mature Conifers to the rear of the property by approx. 3-4metres

Cllr Chapman as tree warden has no objection to the reduction in height of a mature Monterey Cyprus tree or the reduction of four conifers.

3. 79 Chestfield Road

- Reduce large willow tree in front garden by 40% to previous cutting points.

Cllr Chapman advised the request was for a large Willow tree to be reduced in height by 40% to previous cutting point. This tree overhangs the pavement to the front of the property and could cause danger to pedestrians walking along this route. These tree works are essential and there are no objections.

4. Ladyburn, The Drive

- Conifer hedge situated on the side boundary with one Ash within the hedge - Reduce the hedge including the Ash to a height of approx. 7-8ft high.
- Single Dead Elm behind the greenhouse - Fell to ground level.
- Eucalyptus in front of greenhouse - Fell to ground level.
- Poison stump.
- Mature triple stem Ash approx. 3 metres past the greenhouse on the side boundary - Reduce the overhang over the garden side. Crown reduce by approx. 1 metre all around.
- Following on along the same side boundary, large hedge running along with the footpath, finishing at the rear boundary.
- Reduce the height to leave at approx. 8-9ft high.
- Single Cherry Plum close to the rear boundary but slightly inset - Crown lift to leave at 3m from ground level. Crown reduce all around by approx. 1metre. Thin the main crown by removing branches up to a max of 15mm in diameter.
- Leaning Ash tree over the garden on the side boundary with Golf course - Fell to ground level.

Cllr Chapman advised she had made two separate visits to this property to discuss the proposals with the owners but on both occasions was unable to make contact.

5. 60b Chestfield Road

- Remove dead trees/hedge adjacent to side of 60b Chestfield Road.

The parish council's tree warden had no objection to this application.

6. 42 Chestfield Road

- Reduce one elder in rear garden by one-third to benefit adjacent hawthorn.
- Reduce one cherry tree by one-third and pollard one other cherry tree.

- Cut back one hawthorn growing over neighbours garden in Primrose Way at rear, and growing over vegetable patch.

The parish council's tree warden considered this to be responsible tree management by the owners.

7. Tythe Barn House, The Drive

- Reduce two sections of Conifer trees to the left side of the garden to previous cutting points.
- Reduce the three tall Conifer trees to the end of the rear garden to previous cutting points.
- Trim growth on the six Conifer trees on the rear boundary line to previous cutting points.
- Trim the long section of Conifer to the right to previous cutting points.
- Trim the box section of Conifer to previous cutting points.
- Trim the tall single Conifer tree to previous cutting points.
- Trim the single Conifer and the two together to previous cutting points.
- Trim down the large Conifer to previous cutting points.
- Trim the section of hedge under the Willow to previous cutting points.
- Reduce the Willow to its previous cutting.
- Trim down the two sections of Conifers up to the rear of the house to previous cutting points.
- This work will be repeated annually.

The parish council's tree warden had no objection to this application.

Enforcement

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

Possible breach reported 30/06/10 - An outbuilding erected in 2009 in rear garden was inspected. In October 2010 CCC's opinion was erection of the building is permitted development therefore a planning application is not required. The owners stated the building is used incidental to the enjoyment of the main dwelling. However, planners noted the building is fully equipped and could be used for independent residential use, so to investigate a Planning Contravention Notice (PCN) must be served to obtain information on how the building is used. The Clerk contacted Enforcement on 4 January 2011 for an update - further to their October letter, the officer had not issued the Planning Contravention Notice. The Clerk chased again 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 PCN was sent by first class post to the owner of Orchard End on 8 July, with 21 days from receipt to provide the information requested. The Clerk chased for a reply on 11 October 2011. The answers threw up some more queries that required resolution. The Clerk asked for a further update on 15 November.

2. Number 25 Cherry Orchard

The owners of 25 Cherry Orchard have erected a 'shed on stilts' tree house in their rear garden – it is built about 7 foot up in the air on top of a chicken coop. It is about 6ft x 5ft x 5 ft high and has electricity connected as well. Neighbours at 25 Woodvale Avenue back on to their garden and are now faced with the occupants of the shed overlooking their garden above the 6 foot high fence and also able to view into the lounge and other living areas. This is obviously upsetting them. They advised the Clerk that they spoke to an enforcement officer who visited and felt that permission should have been required and they therefore have invited the owners of 25 Cherry Orchard to submit a retrospective planning application. The Clerk contacted enforcement on 11 October to clarify this and to ask how long do they have to do this please before further action would become due.

A letter dated 3 November 2011 advises that the site had been visited and an initial assessment made of the building. Canterbury City Council feel it is appropriate to invite a planning application to assist in determining the planning merits of the development. Once an application is submitted the parish council will be notified and given the opportunity to comment. If an application is not received it will be necessary to consider whether it is expedient to pursue formal enforcement action in respect of this matter. The parish council will keep a watching brief on this.