



Clerk to the Council, Mr P. Coles, c/o 3 The Square, Chartham, Kent, CT4 7JG
Tel: Email: clerk@chilhamparishcouncil.gov.uk, Website: www.chilhamparishcouncil.gov.uk
Twitter: @ParishChilham

Minutes of the full Council meeting held on Thursday 3rd November 2022 at 7.00pm in Chilham Village Hall

Councillors Present: G. Schofield (Chair), K. Uncle (KU) (Deputy Chair), J. Marriott (JM), D. Marriott, G. Taylor, Shanise Barrett (SB), Anastasia Watkins (AW) & G Meaden

Also Present: P. Coles (PC) (Clerk to the Council), two Police Community Support Officers and Eight members of the public.

Councillor Apologies: S.T. Dixon

Councillor Absentee: Not applicable

AGENDA

- Item**
- 2022/118** **Apologies for Absence**
Councillor S.T. Dixon for family reasons
- 2022/119** **Declarations of Interests And / Or Lobbying**
Councillor Anastasia Watkins declared interest in planning item number PA/2022/2522, neighbour to the property.
- 2022/120** **Minutes**
- 2022/120.1** To receive and approve the minutes of the meeting held on 6 October 2022
Approved.
- 2022/120.2** To receive an update on any matters arising not included in the agenda
- South East Water:**
Telephone text message received by JM from South East Water indicating that a power outage has resulted in the water pumps stopping and the generators at Godmersham did not automatically kick in. The clerk to follow up with South East water.
Councillor DM provided a verbal update on his contact with the Water Regulator, he has received verbal confirmation for an audit of the Godmersham site.
- Update on Castle Water:**
Castle water are responsible for billing the Council for both Water consumption and sewage. South East Water transferred the account to Castle water with the first invoice available on Castle Water website dated the 23 November 2018 covering the period 1/7/2018 to 31/12/2018.
The Parish Council provides monthly readings to Castle Water to ensure that the invoicing is correct. However, Castle Water has been basing bills on estimated readings. Castle Water's invoice dated the 1st of September 2022 uses an estimated reading for water usage of 770 Units. The Parish Council has submitted two readings since then, first backed up with a photograph of the meter

with the second reading on the 15th of October 2022 recording a reading of 316 Units. The difference in reading is 454 Units.

Chilham Parish Council hold a significant credit with castle water and have asked for a credit invoice to identify the monetary value of this. The Parish Council has not received an invoice since the 1st of September 2022. The Council has received verbal confirmation that the credit amount is in the region of £1,000. It is recommended that the Council continues to provide readings monthly.

Agreed

2022/121 Presentation from Badgers Hill Farm (10 minutes) Did not attend

2022/212 Questions from Residents

The Parish Council were asked to write to Ashford Borough Council to request an extension for comments to the Application Number PA/2022/2415 - North Court Solar Farm, Old Wives Lees. **Agreed**

2022/123 Borough Councillors, Policing:

Police Community Support Officer (PCSO) Megan McCloud introduced herself as the new PCSO for Chilham. She will be covering nine Ashford Borough wards until mid-January. Her contact details are 61738@kent.police.uk

Kent Police are holding a meeting on the 23rd of November to review Neighbourhood Policing and the future of PCSO's. Current number of PCSO's in Kent has fallen from 360 to 200.

My community voice Kent is a useful tool for reporting incidents and keeping in touch with the police.

Recommend using Action Fraud for the reporting of Scams. Generated discussion on the effectiveness of the service. Action fraud is run by City of London Police. Although residents may not get a follow up to their report, the local policing teams are contacted.

Ward Member's report from Geoff Meaden for the November CPC meeting.

The report for the past month is very restricted mainly because I was supposed to be on leave for much of this time, but I was unable to enter Australia because of Visa problems. A couple of points to make:

1. Some village residents have asked about the large shipping container that has been parked for some time on the small green area at the cross-roads in the village centre. As far as I can ascertain this area of grass is in the ownership of the first house in Green Lane, and the container is something to do with work that is being carried out to that property.

2. The planning application for the solar farm on the North Court Farm land has now been posted on the Ashford Borough Council's Planning portal. It is application number PA/2022/2415. If parishioner's wish to make comments on the application, then the portal should be open for these. I am trying to find out how long the period for comments is open (ABC has omitted to state this). If you have already written to me about this application, then you should also add these comments to the web site so that the Planning Department will receive this information directly.

3. I have personally visited nearly all the sites around the parish where planning applications have recently been made and I get the impression that most of these have, in one way or another, been quite controversial. This is a national trend that has been happening over quite a long time as we live in an increasingly crowded world, a world where people understandably see the need to "protect" their living space.

2022/124 Working Groups

To receive reports

2022/124.1 Finance & General Purposes:

2022/124.1.1 Financial Transactions for Approval

Transaction Date	Transaction Type	Transaction Description	Debit Amount	Credit Amount
28/10/2022	DD	NEST	23.71	
27/10/2022	FPO	P E COLES Salary	868.5	

27/10/2022	FPO	P E COLES MICROSOFT-ANNUAL FEE	59.99	
20/10/2022	FPO	F M UNCLE MILEAGE	13.5	
20/10/2022	FPO	BILTING FARM SELF STORAGE	46	
20/10/2022	FPO	VICTORY CLEANING	641.95	
20/10/2022	FPO	KAREN BELL INVOICE-MICROSOFT	35.94	
14/10/2022	DD	SPOTON.NET LTD SPOTOND	61.2	
05/10/2022	DD	KENT COMMERC SERV C20791	94.4	
04/10/2022	TFR	RP17542960		20
03/10/2022	FPO	P E COLES SALARY	870.9	
03/10/2022	FPO	P E COLES EXPENSES	5.85	
		Opening balance	£38,440.34	
		Closing balance	£35,738.40	

2022/124.1.2 Notice of the increase in cost to use Scribe accounting software from 1st April 2023.

Scribe accounting provides cloud-based software to manage councils' financial records. The reports available are designed to meet Councils statutory financial reporting. The Parish Council have been informed that the price will increase from November 1st, 2022. For CPC this will not come into effect until the renewal date on the 1^{st of} April 2023.

The monthly Scribe subscription rate for CPC will increase by £4.80 per month to £28.80 per month. As CPC pays annually the cost for the next financial year will be £345.60. As CPC make use a number of the report features including producing VAT reclaim reports, the Asset register, and the end of year statutory reports it is recommended that CPC continue to subscribe.

Action: Agreed

2022/124.1.3 To consider opening a savings account for the Parish Council's reserves. As Interest rates for savings are increasing the CPC are asked to delegate responsibility to open a fixed term account and move funds into the account.

Action: Agreed

2022/124.2 Planning

2022/124.2.1 Planning Applications

Case: PA/2022/2522

Location: Cork Farm, Annexe At, Long Hill, Old Wives Lees, Chilham, CT4 8BN

Proposed Demolition of Existing Double Stable Block and Tack Room and Extension to Existing Dwelling to Provide Lounge Area and Office/Guest Room

Recommendation: Support the application. **Agreed**

Case: PA/2022/2495

Location: Upper Ensign House, Selling Road, Chilham, Canterbury, Kent CT4 8BB

Proposal: Relocation of existing oil tank. Proposed detached garage / workshop accessed off of existing driveway area and minor landscaping alterations. - Alterations to approved scheme 21/00898/AS.

Recommendation: Support the application. **Agreed**

2022/124.2.2 Planning Decisions

No decisions received

2022/124.3 Events & Communications

Proposal from the Chair recommending that the working group be split into two separate groups, Events and a working group for communications and I.T. **Action: Agreed**

2022/124.3.1 To receive a report from the Working Group on Communications-Appendix 1

to Working Group to work through recommendations

2022/124.3.2 To receive a report from the Working Group on Events (Appendix 2)

Date: October 19th, 2022

Attendance:

Councillor Greg Taylor

Tony Webb

Tony Simms

Paul Froggett

Margaret Froggett

Ali Ralph

Andy MacLean

Carol Buch

Dave Buch

Regrets: Councillor Sarah Topley-Dixon

Laura McKenzie

The Working Group discussed upcoming events based on their calendar order:

1. Halloween: Laura McKenzie informed the Chair (Greg Taylor) in advance of the meeting via text that she is preparing a Halloween trail with clues for the village children to follow on Monday, October 31st. She mentioned considering hiring a fire-eater to entertain the children, but she was not sure that would happen due to cost and funding uncertainty. It was also noted that Badger's Hill will be holding a Halloween themed event on Saturday, October 29th in the evening.
2. Guy Fawkes Night: Was discussed as a potential event to be recognised and supported. One participant felt it was too close in time to Christmas to merit attention. Another noted the high percentage of dog, horse and other pet owners that would not welcome fireworks. It was mentioned that Shottenden in prior years had a fireworks event, but it was not open to the public and for that reason had been considered qualified for funding by CPC.
3. Remembrance Day, Nov 11th, 2022. Not discussed in the meeting, but the Chair would like to add a note to the minutes that last year Rev. Cathy asked whether the CPC would like to lay a wreath on the monument in St Mary's Churchyard. The Chair proposes this be put forward to the CPC again for 2022.
4. Christmas: The Working Group's objective in 2022 is to again to support Christmas trees and carol singing as successfully occurred in 2021. It was proposed that the CPC produce poster / flyers providing information about the activities across the parish and post that throughout the parish, so everyone is aware of the calendar and feels welcome at all three village carolling events and the St Mary's Christmas Tree Festival. This item will be followed up with the Communications Group.
 - a. Chilham: The Chilham project team will be led by Margaret Froggett, with assistance from Derrick Kennett for emails. As last year, it is proposed that CPC provide financial support of approximately £350 plus assistance with Kent Highways and insurance. Mark Harding will coordinate the choir and Rev Cathy will open and bless the event. Hopefully Laura McKenzie will again coordinate with Kent Highways, Derrick Kennett with CPC. Peter Higgs will kindly donate the tree again this year, which will go up on Friday December 9th with Andy McLean assisting with his trailer. It was noted that Trevor normally places notices on cars in the square two days prior. James Culthorpe has kindly offered the use of his cherry picker for decorating. Strong young volunteers are welcomed to join on Friday at 9.30am and may contact Paul Froggett on

gardenservices2022@outlook.com. The lighting of the Chilham Christmas tree and carols will occur Sunday, December 11th at 6pm. This will coincide with the final day of the St Mary's Christmas Tree Festival.

- b. Old Wives Lees: The Chair reached out to Ann Castle who led the effort in 2021 but they had not connected before the meeting. Previously, the group indicated that they do not require funding for their tree, but the working group recommended some funds be provided to them for refreshments. There is no information yet regarding a date for carol singing at Old Wives Lees and refreshments.
 - c. Shottenden: some texts were exchanged with the Chair and there seems to be an effort organised by Nigel Morley. The Working Group assumes that CPC will provide financial support, if requested, plus assistance with Kent Highways and insurance. There is no information yet regarding a date for carol singing at Shottenden and refreshments.
 - d. St Mary's Christmas Tree Festival: Rev. Cathy Sigrist and John Willis have organised this event following on from the success of the event in 2021. The festival will run for a week and end on Sunday, December 11th, with the official lighting of the Chilham Square Tree with carolling at 6pm. It is proposed again this year that the CPC provide one tree for the festival. It was proposed that the theme continue as per last year with parishioners invited to create an ornament based on something in the parish, such as a building or other notable feature.
5. Coronation: Saturday May 6th, 2022. It was discussed that this date appears to be officially announced, although there is no information yet regarding the bank holiday treatment. The Working Group discussed closing the square again given the success of the Queen's Jubilee on June 6th, 2022. As for the Jubilee, it will be useful for the CPC to confirm participation with the appropriate organisers at the national level to receive materials with instructions regarding the recommended means of marking the occasion. The possibility was discussed of having a community picnic table for coronation cakes in the square baked and contributed by parishioners to be enjoyed by all participants. The possibility of screening the coronation on the square was discussed and the group concluded this would be a good idea. It was noted that for the Jubilee the screening of the lighting of the beacon was successful and enjoyed by the participants. Like the Jubilee, it may be possible to have bands, a stage and interactive theatre, depending on funding. It was noted that the Jubilee was delivered under budget.
 6. May Fayre: was discussed as a concept. The group considered that last year the Jubilee provided the opportunity to close the square for a village event so a May Fayre revival or replacement separate from that seemed unnecessary. The group concluded that for 2023 the same will occur given the recommendation. However, the group agreed that in future summers without a royal event, it would be good to close the square for a community event, such as the May Fayre, at least once. It was noted that traditionally this has occurred on the last weekend in May, which is normally a bank holiday.
 7. Chilham Chase and Chill: This was discussed, and the conclusion was to wait to hear from Chilham Castle whether they might support this event on the grounds of the castle. This project has traditionally been led by Jody Foulds and Andy McLean. Domaine Evremond has historically provided support to this event in addition to funding from CPC, ABC and KCC.
 8. Farmer's Market: The potential for Chilham to have a farmer's market was also discussed. It was noted that Wye has a farmers market every other week. It was mentioned that the Castle has indicated potential interest in having a market on castle grounds, which would be much easier logistically than Chilham Square given the traffic on the square. It was noted that previous parishioners showing interest in working such a project were James Fox, Miguel Nance, and Jody Foulds. Previously there was some discussion about aligning the date of any farmers market to coincide with the monthly crafts fair at the Chilham Village Hall.

Recommendations from the Working Group to the CPC for approval its next meeting:

1. Funding for Chilham square tree and carols in the amount of £350 plus support with Kent Highways and insurance.
Action: Agreed
2. Contribution towards the Old Wives Lees carol event since there is no cost for the tree, insurance if required
Action: Agreed
3. Funding for Shottenden tree, support with Kent Highways and insurance.
Action: Agreed
4. Approval of a CPC tree and related expense for the St Mary's Christmas Tree Festival
Action: Agreed
5. Provide a wreath for Remembrance Day to be laid on the monument in St Mary's churchyard.
Action: Agreed

2022/124.4 Environment & Open Spaces

2022/124.4.1 To receive a report from the Working Group Verbal.
Update on actions required under the ROSPA report.
The quote from Playdale is £1,754.10
Action: Agreed

2022/125 To discuss the state of the Peacock, Chilham Square.

The full address is "The Peacock, The Square, Chilham, Canterbury CT4 8BY" located on Chilham Square.

Action: Borough Councillor G Meaden to follow up with Ashford Borough Council

2022/126 To consider setting a CPC Working Group on development of Chilham Square

CPC are asked to consider setting up a Working Group to bring together plans that have the support of Chilham residents for the development of the Square. CPC are asked to agree membership of the Working Group to include three Parish Councillors and two volunteers. The working group will be asked to provide details of their work plans to the next CPC meeting including a survey of residents and business in the Parish of Chilham.

Action Agreed. The report from Councillor Greg Taylor-noted. It was also agreed that membership of the Working Group to be decided in the New Year,

2022/127 Update on the Youth club

Councillors SB and AW provided a verbal update. They plan to launch in January with a monthly youth club initially. Advised to set up a working group rather than establish a new organisation to run the Youth Club.

Action: Agreed to set up a Parish Council Working group led by SB and AW.

Disclosure and Baring checks obtained for SB and AW. CPC will need to obtain Insurance for the Youth Club. Discussion on ring fenced reserves from closure of the previous youth club. To be investigated.

2022/128 Confirmation of dates for Parish Council meetings in 2023

Year	Month	Day	Time	Location
2023	January	5	19:00-21:00	Chilham Village Hall
	February	2	19:00-21:00	OWLS Village Hall
	March	2	19:00-21:00	Chilham Village Hall
	April	6	19:00-21:00	OWLS Village Hall
	May	11	19:00-21:00	Chilham Village Hall

June	1	19:00-21:00	OWLS Village Hall Chilham Village
July	6	19:00-21:00	Hall
August	3	19:00-21:00	<i>Date if required</i>
September	7	19:00-21:00	OWLS Hall Chilham Village
October	5	19:00-21:00	Hall OWLS Village
November	2	19:00-21:00	Hall Chilham Village
December	7	19:00-21:00	Hall

2022/129 Correspondence

List of items received during the period 1st October 2022 – 31st October 2022, (Appendix 5)

Source	Item	Date
Emails	October Newsletter-Applause rural touring	01/10/2022
	Ashford Crimes 2nd October Briefing Notes for Parishes - IRRV awards	02/10/2022
	Briefing Notes for Parishes - housing awards, tenant engagement survey and Eat Well Spend Less a success	04/10/2022
	Briefing Notes for Parishes - housing awards, tenant engagement survey and Eat Well Spend Less a success	05/10/2022
	Police & Crime Commissioner's Annual Policing Survey 2022	05/10/2022
	National Highways & Transport Network - Public Satisfaction Surveys	05/10/2022
	Defibrillator training	06/10/2022
	1 tonne salt bags for Parishes Winter Season 2022/23	07/10/2022
	NALC CHIEF EXECUTIVE'S BULLETIN	07/10/2022
	KALC News September 2022	07/10/2022
	Parish Clerk Briefing/Familiarisation Session Planning Consultee Portal	10/10/2022
	Highway Improvement Plan for Chilham	11/10/2022
	Your invitation to the 2022 Kent's Plan Bee Summit - Land management for pollinators	11/10/2022
	NALC CHIEF EXECUTIVE'S BULLETIN	12/10/2022
	KALC Finance Networking Event 19 October 2022	12/10/2022
	KALC Ashford: Minutes of meeting held 05/10/22	12/10/2022
	RE: Informal Joint Parish Council Meeting Invitation - Meeting Notes Kent's Plan Bee September 2022 Newsletter	12/10/2022
	Briefing Notes for Parishes - landlord forum	13/10/2022
	FireStoppers Campaign Toolkit	13/10/2022
	Consultee Portal Feedback	14/10/2022

Briefing Notes for Parishes - Cost of Living	14/10/2022
Kent Highways Forward Work Programme (Years 1 & 2)	14/10/2022
KALC Events in October and November 2022	14/10/2022
The Dynamic Councillor 23 November 2022 - venue based event booking now	14/10/2022
Briefing Notes for Parishes - work begins on phase 2 of Ashford College	14/10/2022
Kent Karrier Feedback	14/10/2022
NALC CHIEF EXECUTIVE'S BULLETIN	14/10/2022
Local Government Bulletin 14 October	17/10/2022
Minutes of the Planning Committee 14 September 2022	17/10/2022
Briefing Notes for Parishes - Carnival of the Baubles 2022	17/10/2022
Notice & papers for the KALC AGM 19th November 2022 (Sponsored by CCLA)	17/10/2022
Briefing Notes for Parishes - Ashford 180th anniversary of railway	18/10/2022
Briefing Notes for Parishes - Great Big Green Week roundup	19/10/2022
Centre for Sustainable Energy Planning Support - PLACE Project	20/10/2022
Kent County Council Rail Summit - slides and further information	20/10/2022
Briefing Notes for Parishes - Repton's Copper beech to be saved and Introducing the Super Six	20/10/2022
Briefing Notes for Parishes - Safety and Care of our Communities in Caring Ashford	21/10/2022
Kent Minerals and Waste Local Plan	24/10/2022
South East Water - Invite to consultation webinar on draft plans to secure future water supplies	25/10/2022
Briefing Notes for Parishes - Jasmin Vardimon Company unveils state of the art space in Ashford	25/10/2022
Briefing Notes for Parishes - A shared space and place for all to visit and enjoy.	26/10/2022
National Association of Local Councils newsletter@nalc.gov.uk	27/10/2022
October RAG-THT Toilets	28/10/2022
NALC-Chief Executive Bulletin	28/10/2022
Briefing Notes for Parishes - Seeking innovative ways to help those most in need	31/02/2022

2022/130

Matters for Further Discussion

Emergency Road closure Bagham Lane, Chilham 2nd November 2022 to enable pipe repairs to be carried out by South East Water.

The Local Government Association notified the National Association of Local Councils that they have come to an agreement on the new pay scales for 2022/23. The clerks pay scale is point 18-23 on the national pay scales. The result of the agreement is from April 1, 2022, the clerk's salary will increase to £11,085.41 per annum.

Action: Agreed

Discussion on the damaged hand sculpture stored in the phone box Old Wives Lees. **Action: Agreed to approach the TV show Repair shop for help.**

2022/131

Date and Time of Next Meeting

To confirm the next Meeting of the Parish Council will be held on 01 December 2022 at 7.00 pm in Old Wives Lees Village Hall

Appendix 1

Report submitted, Anthony Webb. Reviewing of Chilham Parish Council's Website and use of social media in its communications

Introduction

At the CPC meeting on 06th October 2022 I agreed to join the Council's working party on Communications with the remit of assisting with CPC's website and its use of social media to deliver efficient and effective communications (minute 2022/107.3.1) This report (for CPC meeting on 03rd November 2022) outlines my initial review, makes recommendations for refinement, and summarises modifications made.

Background

In reviewing and addressing electronic communication and social media use by CPC, I have referred to the Council's policy published on its website at Chilham Parish Council social media and Electronic Communication Policy (Policy Adopted: 4th February 2021 Minute Ref: 02/12 – To be Reviewed: February 2022) as the overarching guidance document. Additionally, I have aimed to apply principles of good practice in website authoring and use of social media by organisations. The policy appears to be overdue for review.

Ultimately all communications originating from CPC are the responsibility of the Clerk.

Review of website

Preliminary ("high level") review of CPC website – how well does the CPC website reflect the Council? First impressions count! www.chilhamparishcouncil.gov.uk The CPC website is authored using a commercially available solution contracted out to <https://itseeze.com>, a website design and authoring service providing tailored websites capable of user editing. Looking at the edit log, the first entry dates back to August 2020.

There is an accessibility option (accessed by clicking icon to lower right-hand corner of screens) which is a very welcome feature. The editing and authoring facilities are limited to the templates provided. Online user support and assistance is not user friendly. Most significantly there is not the facility to use HTML editing and a somewhat unconventional file and directory structure. In the short to midterm, the <https://itseeze.com> product gives CPC a workable and reasonably easily editable site.

Home page ("landing page") – most likely the point of arrival for visitors to the site is visually attractive but rather busy (even on a large computer monitor) with duplicated navigation buttons. Several navigation buttons are misplaced (e.g., financial documents come up under policies). I think it will be a simple matter to tidy up and declutter the home page. The use of the landing

page to post rolling news items from the Clerk is excellent as it gives the page the feeling of currency (i.e., up to date with emerging CPC and related news).

Hyperlinks (and missing links) throughout the website were frequently absent. I have inserted these (typical example click [HERE](#) – and nothing happens, or you return to GO just like in Monopoly games!).

Councillors page – photographs, biographies and links to official e-mail addresses and register of interests were incomplete but have now been inserted. CPC working groups – a navigation feature listing the groups and giving links to subpages etc would, in my opinion be a valuable addition to the site in terms of communicating the CPC's spheres of activity. The first level navigation link to Chilham Youth Project is potentially one of the most exciting, important, and current areas of CPC activity yet leads to a library of various documents which, while relevant and the result of a great deal of thoughtful effort, are not visual and exciting. It is disappointing that the first document is titled "Healing Antisocial Behaviour in Old Wives Lees" (not a great reflection on one of our villages). I think it needs to be clarified that it is the Chilham PARISH Youth Project to promote inclusivity of all our villages.

New Arrivals Pack (website said would be available in 2021) had dead link (returning to home page) as of October 2021, therefore navigation has been deleted from the site. There is a rather outdated document in the CPC website files https://www.chilhamparishcouncil.gov.uk/_webedit/uploadedfiles/All%20Files/170707-WelcomePack.pdf which can actually be found online by the website's backdoor! I have removed and archived the document which is with the Communications group leader for review and action. Shottenden Village Profile text <https://www.chilhamparishcouncil.gov.uk/ourvillages/#shot> labelled "Info coming soon" has been a 26 month wait – I have solicited copy.

Blogs on website – none published since November 2021. I recommend a strategic decision be made on whether to continue blogs on website and if the answer is "yes" then establish a schedule for postings at a predetermined frequency.

Newsletters – while strictly not part of the website, there is a form to apply for newsletters. I have on three occasions applied using this online form and failed to receive an acknowledgement email and never received any CPC newsletters. I recommend a rapid decision be taken on the future production of newsletters and then modify or delete the registration form from the website. There is broad scope to integrate mail chimp software with the CPC website platform.

Review of CPC Facebook products and utilisation Facebook is a very widely adopted social media application used by many individuals, organisations, and businesses. That having been said, it can well be likened to the Marmite™ of the internet and it is vital to realise that many people don't or won't use it – a fact that needs to be considered in devising a broad reaching communications plan for CPC. Although many people use Facebook for their personal social media applications, it is a very complex product which undergoes frequent changes.

Present situation/CPC Facebook Leader of Communications Working Group is posting from their personal Facebook account to at least five separate groups (this requires the posting to be made five times manually)

- Chilham Parish Council Official (public)
- Chilham Parish Noticeboard (private)
- Chilham Village Group (public)
- Old Wives Lees – Residents (private)
- Residents of Shottenden (private)

FIRSTLY - this is clearly inefficient in terms of effort. There also exists the potential for confusion about the provenance of postings – i.e., are they official CPC communications or postings from a private individual?

SECONDLY – these are all Facebook GROUPS which means that there can be an unlimited number of members who can all post to the groups (including the Chilham Parish Council Official). People may (and do) use groups to promote businesses, report missing pets etc which are clearly off topic for official CPC business.

Proposed solution/CPC Facebook The solution to this Facebook dilemma is to set up a single Chilham Parish Council Facebook PAGE. Using a page, only administrators can post. A Facebook page can only be created from a personal account. There is a Chilham Parish Clerk Facebook ACCOUNT through which the Chilham Parish Council Official GROUP was established. I am in the process of setting up a CPC Facebook page which I would like to propose replace the Chilham Parish Council Official Group (with deletion of the Chilham Parish Council Official Group). Postings to CPC Facebook PAGE will all be from Clerk or Administrator to indicate these are officially sanctioned postings.

Twitter account There is a CPC Twitter account with links from CPC website. Postings online are not up to date and seem rather random and unrelated to CPC business. I recommend that the Twitter account be linked to CPC Facebook page to synchronise postings.

Appendix 2

Paper on proposal for improving Chilham Square from Councillor Greg Taylor

Proposal for Improving Chilham Square

Recent Action by Chilham Parish Council

In the meeting of the parish council on September 1, 2022, a paper concerning the CFDB was presented to the council with a recommendation that Parish Councillors remove their support for CFDB “as there has been no progress on the redevelopment of the Chilham Square since the Board was established in 2007 and the Board has no working capital to fund redevelopment of the square.”

On that basis, the councillors voted to remove support for CFDB and recommend that CFDB be wound up.

Unfortunately, as the councillor voted to represent the CPC on the CFDB, Councillor Greg Taylor was unable to attend the council meeting due to work commitments and therefore was not present to explain the recent activities of the CFDB including a meeting held on July 21, 2022, the meeting minutes of which have subsequently been circulated to the councillors.

Proposal to Chilham Parish Council

The action taken by CPC was not intended to be hostile to CFDB and the CPC Chair has indicated that the motivation was to clean up loose ends administratively. To be clear, the CFDB is an independent body and receives no financial support from CPC and can only be dissolved by its own independent board acting on behalf of its members.

At a meeting held on October 19, 2022, to which members of CFDB and other parties interested in improving the square were invited, the actions of the CPC were discussed in the context of finding the best way forward. The individuals in attendance and others that were consulted in advance of the meeting confirmed their commitment to improving the square as their first priority. Whether that is done by CFDB, or CPC is of less importance, so long as we are able to re-energise the project and make tangible progress.

The CPC originally set up the CFDB in order to have a wider variety of funding options, as explained in the background material that follows, kindly provided by the former Chair of the CFDB. Based on the experience seeking grant funding for the Queen’s Jubilee, for which

grants were only received as CPC and none of the grants applied for as CFDB were funded, this rationale appears less important today. We have an opportunity now to build on the success of the Jubilee celebrations and re-energise the project.

We owe our gratitude to the board members of CFDB that previously dipped into their own pockets to cover running costs. However, if the parish council will affirm its commitment to improving the square, the members of the CFDB that have been consulted and the unanimous vote of those attending the meeting on October 19th is that they are willing to follow the CPC's suggestion that they disband the CFDB and instead become a Working Group of the CPC dedicated to improving Chilham Square.

Resolution Request to Chilham Parish Council

It is therefore respectfully suggested that the CPC pass the following resolution:

Chilham Parish Council is committed to improving Chilham Square and hereby forms a Working Group of the council to pursue that aim.

CFDB – Information to CPC October 2022

Early History

The Square and the fact it is not fulfilling its potential as an asset for the community and is used as a car park, has been an issue for over 40 years. In 2005 Chilham Parish Council (CPC) applied for assistance towards the cost of enhancing the Square and its environs. An application was lodged with Defra by CPC on the 5th of August 2005 for funding under the England Rural Development Programme - the Rural Enterprise Scheme. Urban planners and landscape architects, Rummey Design Associates (RDA) were selected to help develop the process with a feasibility study.

RDA completed their study in July 2006; full details including the six public consultation exercises were published on CPC website. They presented three possible schemes and highlighted other issues, for example, the need to improve Chilham's 'offer' as a tourist destination to encourage economic regeneration: see feasibility study

<https://chilhamsfuture.co.uk/wp-content/uploads/2017/09/FeasibilityReport.pdf>

Funding for this part of the process was granted in 2008 by the Kent Downs & Marshes Leader programme. Halcrow design, construction, engineering, and business services were engaged to manage the community engagement process.

This took several months to complete following open meetings and community workshops held in Chilham Castle which resulted in the creation of three schemes proposed by the community to address their aspirations. Following a voting process and an open meeting on 25th November 2010 in St Marys Church attended by several hundred Parishioners, a preferred scheme was selected for the improvement of Chilham Square. The meeting was run following advice from ABC regarding a fair and appropriate method to be used to identify the level of community support for each scheme proposal. CFDB were tasked with taking forward the chosen scheme.

Why CFDB?

Following the feasibility study, it was on advice from Ashford Borough Council (ABC), that Chilham's Future Delivery Board (CFDB) was formed by CPC in 2007 to take forward this process through the community engagement exercise. An organisation apart from CPC was seen as the most effective means of delivery as it would be able to seek funding from grant and aid bodies that would not be prepared to support a local authority organisation such as CPC. However, to maintain a link the constitution of CFDB allows for CPC representation on its Board.

CFDB is a not-for-profit company limited by guarantee with charitable 'objects' (aims) as this was seen as the most prudent vehicle for project delivery. CFDB was registered as a limited company by the Registrar of Companies on 13 April 2007. CFDB is also a charity, with aims in accordance with charity law and the model documents prescribed by the Charity Commissioners. It is recognised as a charity by HMRC and registered with them as a Charitable Company. Its Board is comprised of CPC members and Parish volunteers, and it is tasked to take forward the result of the community engagement exercise. Consequently, its main objectives are – (1) to improve the chances of success with funding applications; (2) to deliver the communities chosen option for the long-term regeneration and improvement of Chilham village Square.

CPC Engagement with CFDB

Since its inception in 2007 various members of CPC have also been members of CFDB. The last active members of CPC were Nick Lester-Davies and Paul Lulham both of whom resigned from CPC in June 2020. Until that time all CPC members regularly reported back to CPC. Since their resignation no member of CPC came forward to replace them till this year when Greg Taylor and Sarah Topley-Dixon joined the Board of CFDB. CFDB is an 'open' organisation, and any member of the Parish may also join.

CFDB has no income and receives no money from CPC, the Parish Precept, nor any other public purse. It does have to produce annual reports and accounts that are filed with Companies House and does incur accountancy other expenses. But it is totally self-funded by its members and charitable donations. In particular with previously generous support from Tessa Wheeler and The Chilham Chase. However, without continued support from CPC, CFDB is finding it difficult to fulfil its objectives and those of the Parish.

CFDB Developments

Since 2011 CFDB have been working with CPC, ABC, KCC and KHS on the best way to implement the selected scheme. This has resulted in the creation of a Technical Design Brief which sets out the plan for the Square and has been used to promote the development with potential contractors, donors, and supporters. With the assistance of KCC and KHS a Road Safety Audit was commissioned to ensure that the chosen scheme would meet all safety requirements. A detailed Topographical Survey was also undertaken to ensure there would be no impact on residential properties around the Square or any impact on utilities and essential service provision, drainage, and water run-off issues with the selected scheme.

CFDB has had letters of support from:

- Andrew Wickham
Cllr Ashford Rural East KCC
Deputy Cabinet Member - Regeneration and Economic Development
 - Paul Naylor CPFA MBA
Deputy Chief Executive
Ashford Borough Council
 - Chilham Tourism and Retail Group
 - Mark Dowling
Head of Development and Urban Regeneration
Tourism South East
 - Sarah Wood
Managing Director
Mulberry Cottages
 - Tessa and Stuart Wheeler
Chilham Castle
- CFDB would be happy to provide any further information to CPC.

OPTION 2

General Description

The proposed scheme retains and also substantially improves on the existing structure of and circulation in the Square. Improvements include:

- orderly parking in the Square.
 - creation of clear zones and crossings for pedestrians, and
 - a more aesthetically pleasing environment for the community.
- All of these things are achieved while maximising parking provision in the central area.

Overall, the proposed scheme seeks to create a more pleasant and safe space for visitors and residents while continuing to provide businesses and community facilities in and close to the Square with the access and parking they desire.

Case For ...

- satisfies most community aspirations, most importantly –
 - orderly parking and vehicular movement
 - clear and safe pedestrian zones
 - greatly improved access for emergency and service vehicles
 - a more aesthetically pleasing environment for the community overall
- achieves all the above while maximising parking provision and, therefore, minimising parking reduction impacts

Case Against ...

- implementation costs
- implementation impacts
- parking reduction
- Castle-Church sight line compromised

... Response

- one-off and relatively modest
- can be programmed to minimise impacts
- minimum possible
- of lower priority than other aspirations

Possible Implementation Issues

- costs involved in implementing proposed layout are relatively modest and one-off
- careful implementation of proposed layout would minimise any possible disruption

Views & Aesthetics

- open building frontages
- differentiated surfaces between pedestrian and vehicular areas
- strategically-placed moveable planters will visually enhance the Square
- parking and pedestrian areas respect the Square's historic shape and function

Pedestrian & Vehicular Movement

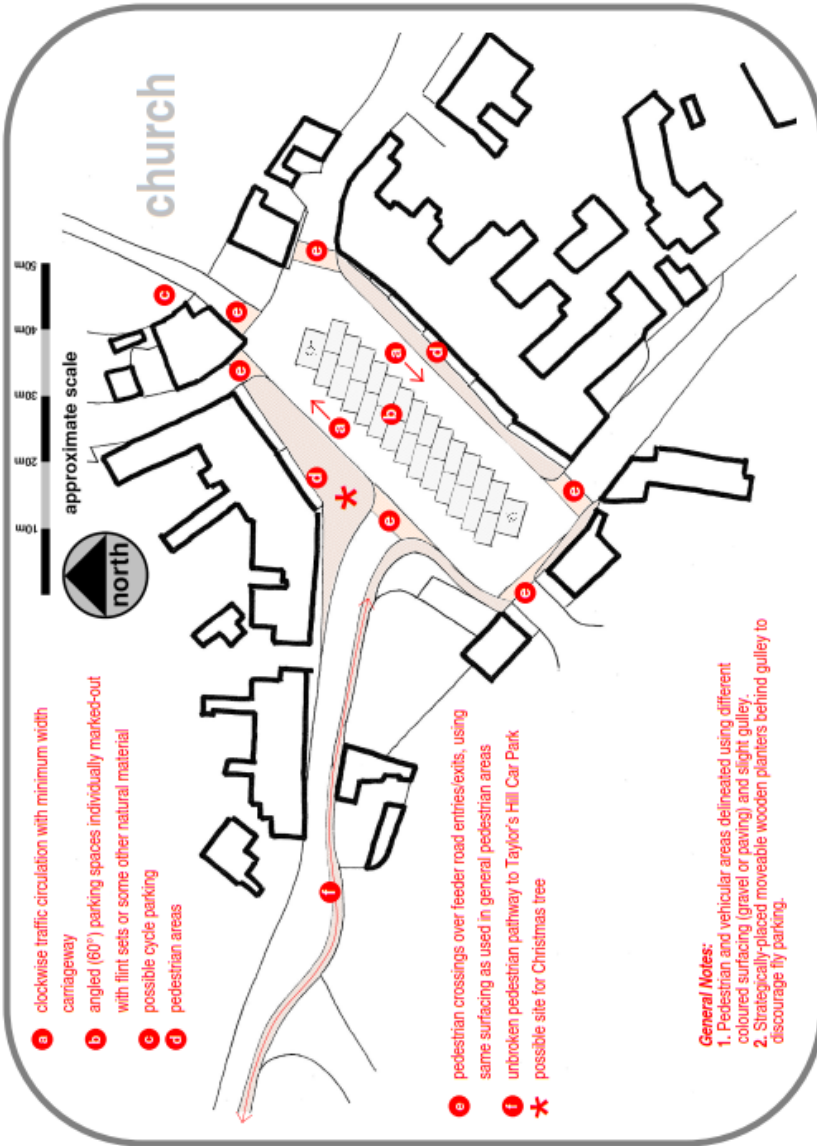
- angled parking supports clockwise circulation and also allows reduced road width around the parking area, maximising the width of pedestrian areas either side and encouraging lower traffic speeds
- carriageways edged by "slight" gully, backed by strategically-placed moveable wooden planters
- different coloured surfacing on pedestrian areas and at the top of the feeder roads
- marked walkway to Taylor's Hill Car Park

Parking Arrangement & Provision

- 28 angled and individually marked parking spaces in two rows in the centre of the Square, including 2 disabled spaces, one at each end
- maintains clear access to and from the feeder roads
- suitably-signed cycle parking in churchyard

Flexibility & Use

- retention of generally-level or flush surface across the Square
- allows larger events (e.g. fairs and markets when desired)
- pedestrian area on northwest of the Square provides a suitable location for a Christmas tree
- design offers great flexibility when used in conjunction with an improved Taylor's Hill Car Park



Potential Activities of the Chilham Square Working Group of CPC

Building on the Work Completed to Date

As described in the summary above, significant work and expense was incurred approving a consensus plan selected from three alternatives, shown on the previous page as Option 2. The Working Group will likely take that plan as the starting point of a long-term vision for the square. The lack of funding prevented that plan from ever being implemented. However, the Working Group may be able to develop a long-term strategy to source funding through grants, fundraising activities, and pledges from supportive individuals in the community.

Consultation

If constituted as a new Working Group of the CPC, consultation will begin with Kent Highways, residents of the square and the wider community. The Working Group will regularly report to CPC on progress and seek input on key aspects of the plan. Recommendations will be put forward to the CPC for approval.

Interim Smaller Steps

In the meeting on October 19th, 2022, the attendees discussed a number of actions the Working Group could propose to CPC as interim measure to improve the square short of the long-term and expensive plan. These include:

Benches and Planters. Planters could be used to delineate the designated parking area of the square and potentially set aside a seating area with benches and planters in the middle of the square or elsewhere. Upper Regent Street in London has recently been improved by such planters and benches, photos of which follow:



Bike Racks. Bike racks could be installed, encouraging visitors arriving on bikes to spend more time in the square and visit local businesses. The best location would likely be the parking lot at the bottom of Taylor's Hill.

Encourage Parking at Taylor's Hill. Attendees also felt more could be done to popularise the notion of parking in the Taylors Hill lot even if spaces are available on the square.

Hole for the Village Christmas Tree. Each year the volunteers that erect the Chilham Square Christmas Tree carry very heavy sacks of material to weigh down the tree stand and hold the tree in place. A hole in the square, covered the rest of the year, would reduce the workload, and improve the safety for visitors of the village Christmas tree.

Change Signage about Parking. Currently there is a sign indicating parking in Chilham Square. This could be replaced with one indicating Taylors Hill Parking Lot instead.

Dilapidated Buildings. Attendees felt the Working Group and CPC could reach out to owners of the buildings on the square that are in a dilapidated condition to encourage them to approve the appearance of their property.