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Twitter: @ParishChilham

## Minutes of the Parish Council held on Thursday 1<sup>st</sup> February 2024 at 7.00pm in Old Wives Lees Village Hall

**Councillors Present:** G. Schofield (Chair), K. Uncle (Deputy Chair), G. Meaden, S. Barrett, A. Watkins, V. Hutchinson, A. Webb, G. Taylor & K. Jeffries

**Also Present:** P. Coles (PC) (Clerk to the Council), and five members of the public.

**Councillor Apologies:** Not applicable (N/A)

**Councillor Absentee:** N/A  
**Item**

**2024/014 Apologies for Absence:** N/A

**2024/015 Declarations of Interests And / Or Lobbying:** None declared.

**2024/016 Chairs opening remarks.**

Following January's parish Council meeting our clerk investigated the need for planning permission for gates.

If a gate opens on to an adopted highway or the pavement of an adopted highway planning, a gate can be 1 metre or less otherwise planning permission is required. For gates opening on to a private road or an unadopted road gates can be two metres high before planning permission is required.

The advice has been shared with the owner of Mabel's Wood who has written to Ashford Borough Council planning department for further advice.

The replanting of trees at Mabels Wood and the Bothy is due to commence in March. As the next Parish Council meeting is on the 7<sup>th</sup> March, the Council will not take any questions on the replanting of trees until the Parish Council meeting in April.

I am pleased to announce that the new Parish Council website is now live. Netwise the provider also host the Parish Councillors emails and all Councillors now have addresses ending in Dot Gov. I hope you have all had an opportunity to review the new website.

I would like to thank Councillor Anthony Webb for all his work on the website and supporting Councillors to get their emails all set up.

**2024/017 Minutes of the meeting of the Parish Council**

2024/017.1 To receive and approve the minutes of the meeting held on Thursday 4<sup>th</sup> January 2024.

*These minutes are not verbatim, but a summary of discussions and decisions made at the meeting*

**Signed:** ..... **Chairman**      **Date:** 07/03/2024

Residents Doug and Jane Marriot disputed the accuracy of minute item 2024/005 follow up question on the need for planning for gates. Doug Marriot wished it to be minuted that the clerk added in the statement by Councillor G. Taylor to the minutes claiming that the statement:

‘Councillor G. Taylor confirmed he is owner of Mabel’s Wood. He confirmed that the gate is for maintenance and emergency access only and will not be used for vehicular access.’

Councillors G. Taylor, S. Barrett & A. Watkins confirmed that Councillor G. Taylor did make the statement and the minutes are accurate.

**Decision:** Councillors approved the minutes.

2024/017.2 To receive an update on any matters arising not included in the agenda.  
Clerk confirmed that the noticeboard for Old Wives Lees has been ordered. Minute number 2024/010.7.1

**2024/018 Questions from Residents**

Resident reported, by email, there was another serious accident yesterday 23 January, at Bowerland Lane/A28 junction between a Morrisons delivery van exiting the lane and a car travelling towards Canterbury. An ambulance was called but the resident was not sure how seriously anyone was injured. Reducing the speed to the 40mph which has been enforced on major roads around Chilham really needs extending beyond to this part of A28. The 50 just encourages drivers to speed beyond that limit.

Councillors discussed investigating whether a no entry sign on Bowerland Lane stopping vehicles entering onto the A28.

**Decision:** Councillors agreed to investigate the use of a no entry sign and adding a request to Kent County Council to extend the 40 mph for the section of the A28 from Shalmsford Road to the A252 junction.

**Decision:** To discuss the Highway Improvement Plan at the Parish Council meeting on the 7<sup>th</sup> of March 2024.

Resident asked, by email, if the parish council can investigate the mess that is New Forest Lane, Old Wives Lees. The Resident noted that during the last storm there was damage to some of the stables fencing but was surprised how all of the manure finds itself down the middle of the lane. This has been a constant problem and they’ve called the environment agency (many years ago). The problem now is that the majority of their fencing is gone. and all the manure is coming out onto this lane. As a cyclist this lane is becoming dangerous now to cycle.

Councillors reported that the Lane was now clear,

**Decision:** Councillors to monitor the state of New Forest Lane

**Decision:** Clerk was asked to inform the resident of the decision and ask them to contact the clerk again if needed.

**Resident** asked when the Annual Parish Meeting will be held. **Confirmed** this will be on the 9<sup>th</sup> of May.

**Resident** asked if Councillors were aware that anyone who breaches the rules concerning the felling of trees may be fined up to £20,000. Councillors are aware.

**Resident** asked if Councillors are interested in the felling of Trees in Chilham Woods. The Councillors confirmed they had discussed this at previous meetings. The Councillors are aware that officers at Ashford Borough Council have been informed and are aware of the felling of trees. If further action is required this will be down to Ashford Borough Council.

**2024/019 Borough Councillors, Policing:**

Borough Councillor Report

1. Still no response from the company whose contact details appear on the white cabinets and mast sited near the junction of the A28 and A252. Do we need to take further action? Though I doubt if they will bother to acknowledge our correspondence. Parish Councillors recommended contacting Ashford Borough Council planning for the companies address.

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2. I note that the very bad water leak starting just outside the gate to the Chilham Village Hall area has re-appeared. Do we know if any action been taken yet on this?
3. I am being pushed by various residents to make the turning out from lower Bowerland Lane (to the right or left) onto the A28 far less dangerous. It seems to me and others that the lower part of Bowerland from Pilgrims Lane to the A28 should be made No Entry. Can we agree on this solution, or offer another solution, and then follow this up with Kent C. C. Highways.
4. Arising from the Environment Act of 2021 all Planning proposals made to Borough Councils must be able to show that they can make at least a 10% biodiversity net gain. As one means of promoting this ideal ABC has teamed up with KCC to launch an initiative called "Making Space for Nature". Following a Teams-based promotion of this in January, on Tuesday this week Vanessa and I attended a whole day workshop in Chilham Villages Hall. This was very well supported with there being over 50 attendees plus lots of helpers, and it is one of about 5 similar events that will kick-off the initiative throughout the county. The workshop mainly concentrated on identifying what the pressures are in Kent that are impacting biodiversity, plus identifying actual places or types of habitats that are in need of conservation and enhancement. With virtually none of the national targets for improving biodiversity being presently met anywhere in the UK, we would encourage as many local people as possible to partake in this venture.

**2024/020 Chilham Parish Council Environment Policy**  
**Decision:** The Councillors agreed to adopt the policy (appendix 3)  
**Decision:** To remove the new build policy

**2024/021 Events budget planning sheet**  
 Councillors were informed that there is a new budget sheet to be used when considering an event, (appendix 4). This would be presented to Councillors for sign off of future events before confirming any arrangements.

**2024/022 Update on a Bus Shelter for Old Wives**  
 Councillors investigating who owns the land where the Parish Council would like to erect a bus shelter.

**2024/023 Working Groups**  
 2024/023.1 To receive update.

**2024/023.2 Finance & General Purposes:**  
 2024/023.2.1 Financial Transactions for Approval-Appendix 1 refers.  
 Councillors noted the income and expenditure.

**2024/023.3 Planning**  
 2024/023.3.1 **Planning Applications**

**Case Reference:** PA/2024/0171

**Location:** 9, The Bothy, Church Hill, Chilham, CT4 8DA

**Proposal:** The creation of a temporary access from the A252 into a temporary compound area.

Councillors noted that if the temporary access, for building purposes, was not agreed then access would be via Chilham Square. The Parish Council are concerned about enforcement of the temporary access once the building works have been completed.

**Decision:** The Parish Council agreed to support the application. Concerns on enforcement to be included in the Parish Councils comments.

2024/023.3.2 **Tree Orders**

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### 2024/023.3.3 **Planning Decisions**

#### 2024/023.3.4 **Planning Appeals**

Location: Rosecroft, Selling Road, Old Wives Lees, Canterbury, CT4 8B  
The case can be viewed at <https://www.gov.uk/appeal-planning-inspectorate>  
Councillors noted.

#### **2024/023.4 Communications and Information technology**

2024/023.4.1 To receive a report from the Working Group on Communications Migration from It'seeze to Netwise for the new website completed. Netwise provided a more navigable website designed for small parish councils. Newsletters to be added to the website, and a photo gallery. Will use social media to request photos.

2024/023.4.2 To receive an update on the Parish Council website.  
The contract for the website with It'seeze has been cancelled. Final payment to be made in February. Councils .gov domain for emails migrated to Netwise.

#### **2024/023.5.1 Events**

2024/023.5.1 To receive a report from the Working Group on Events  
Planning to hold:  
An Easter egg hunt in Mabel's wood. Provided free of charge by Councillor G. Taylor  
An event on St George's day.  
D Day celebrations  
Village Fete in July

#### **2024/023.6 Environment & Open Spaces**

2024/023.6.1 To receive a report from the Working Group  
Discussed earlier-environment policy.

#### **2024/023.7 Amenities**

2024/023.7.1 To receive a report from the Working Group  
Met with a representative to discuss quotes for the replacement of Playground equipment.  
Councillor K. Uncle provided Councillors with the confirmed asset list plus maintenance plan.

#### **2024/023.8 Physical buildings**

2024/023.8.1 To receive a report from the Working Group  
Councillors K. Uncle and A. Webb were thanked for their work on retiling the toilets.  
Councillor A. Webb to be reserve key holder for the toilets.

#### **2023/023.9 Chilham Parish Youth Club**

2023/023.9.1 To receive a report from the Working Group  
The celebration event at Canterbury Laser Tag was a resounding success.

#### **2023/023.10 Chilham Square**

2023/023.10.1 To receive a report of the Working Group  
Chasing Kent Highways on the changes to the signs for Chilham Square, indicating parking is available in the square. Kent County Councillor Clair Bell providing a grant towards the survey cost of marking out parking bays in the square.

#### **2023/024 Correspondence**

List of items received during the period 1st January 2024 – 31st January 2024, (Appendix 2)  
Noted

#### **2023/025 Matters for Further Discussion**

None raised

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Signed: ..... Chairman Date: 07/03/2024

2023/026

**Date and Time of Next Meeting**

To confirm the next meeting of the Parish Council will be held on 7<sup>th</sup> March 2024 at 7.00 pm in Old Wives Lees Village Hall

2023/027

**Closed session.**

**Items of a confidential nature discussed.**

**Appendix 1**

Date	Transaction Description	Debit Amount	Credit Amount	Reason
30/01/2024	F M UNCLE	22.01		Cement Taylors Hill Toilets Maintenance
30/01/2024	NETWISE TRAINING	5.04		Emails
30/01/2024	BILTING FARM SELF	46		Storage
30/01/2024	P E COLES	973.55		Salary
29/01/2024	NEST IT000005516060	70.44		Pension
22/01/2024	F M UNCLE	14.5		Taylors Hill Toilets Keys
22/01/2024	NETWISE TRAINING	72		Emails
22/01/2024	MRS SHANISE BARRET	371.25		Invoices Christmas event and COSY event
22/01/2024	ANASTACIA WATKINS	130		COSY event
22/01/2024	500019		43.25	COSY
22/01/2024	500018		62	COSY
15/01/2024	SPOTON.NET LTD	61.2		Website emails
15/01/2024	B.ONLINE LTD	13.14		Phone
04/01/2024	P E COLES	12.15		Expenses
04/01/2024	MRS SHANISE BARRET	18.99		Christmas event
04/01/2024	CHILHAM PARISH REC	48		COSY
04/01/2024	VICTORY CLEANING	667.46		Taylors Hill Toilets
04/01/2024	KENT COMMERC SERV	203.16		Taylors Hill Toilet Electricity
02/01/2024	500010		45	COSY
02/01/2024	500011		59	COSY
02/01/2024	500012		62	COSY
02/01/2024	500013		42.5	COSY
02/01/2024	500014		28	COSY
02/01/2024	500015		52	COSY
02/01/2024	500016		52.4	Christmas event
02/01/2024	500017		84.49	Christmas event

**Appendix 2**

Item	Date
Ashford Rural North Newsletter	04/01/2024
TOWN, PARISH & COMMUNITY COUNCILS - D-DAY 80 - 6TH JUNE 2024	08/01/2024
Training Bulletin (3 January 2023)	10/01/2024
KCC Kent Parish Council Winter Support Scheme	10/01/2024

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Kent Bus Service Changes Bulletin - December, January, February and March 2023-24	11/01/2024
Chief Executive ASB-network update	19/01/2024
G Taylor	20/01/2024
Chief Executive Briefing - Declutter in communal area	25/01/2024
Latest news from Kent Community Health NHS Foundation Trust	26/01/2024
New Waste Contract Presentation Reminder	29/01/2024
youthresearch@kent.gov.uk	31/01/2024
Chief Executive Briefing - EU entry exit system	31/01/2024

### Appendix 3

## Environmental Policy

### Introduction

Chilham Parish Council recognises that it has a responsibility to the environment beyond legal and regulatory requirements. We are committed to reducing our environmental impact and continually improving our environmental performance as an integral part of our planning, strategy and operating methods. We will encourage other stakeholders to do the same.

### Policy aims

We endeavour to:

- Comply with all relevant regulatory requirements.
- Keep up to date with and comply with the formal and informal environmental and sustainability aims of Ashford Borough Council and Kent County Council.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into decisions.
- Make biodiversity net gain and the conservation of natural habitats priorities in all decision-making processes.
- Increase stakeholder awareness and training in sustainability issues (including councillors, parishioners and those who are employed by us).

### Housekeeping and the running of the Chilham Parish Council operations

In the day-to-day running of the Parish Council, we will seek to:

- Minimise the use of paper for administrative purposes.
- Reduce packaging as much as possible.
- Seek to buy recycled and recyclable paper products.
- Reuse and recycle all paper where possible.

To save energy and water we will seek to:

- Reduce the amount of energy used as much as possible.
- Switch off lights and electrical equipment when not in use.

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- Adjust heating with energy consumption in mind.
- Take energy consumption and efficiency of new products into account when purchasing them.
- Reduce the amount of water used as much as possible.
- Endeavour to share information about saving money on energy and water with the Parish at large.

When a need for equipment arises, we will seek to:

- Evaluate if the need can be met in another way.
- Evaluate if renting or sharing is an option before purchasing equipment.
- Evaluate the environmental impact of any new products we intend to purchase, taking into account supply chain and the life cycle of the products.
- Favour more environmentally friendly and efficient products wherever possible.
- Reuse and recycle everything we are able to.

### **Maintenance and cleaning of council-run and rented facilities**

In the everyday maintenance and cleaning of council facilities we will:

- Use cleaning materials that are as environmentally friendly as possible and encourage and support contractors to do the same.
- Deal with waste mindfully, with reference to the [waste hierarchy](#).
- Only use licensed and appropriate organisations to dispose of waste.
- In the maintenance of green spaces, avoid the use of chemicals (pesticides, herbicides) that may be harmful to the environment, the watercourse, or the local wildlife.
- Protect our green spaces and leave wild areas for animals where possible.

### **Planning and development**

In our role as statutory consultees on planning applications, we will:

- Encourage sustainable development wherever possible.
- Question where sustainable development practices are not part of a planning application.
- Encourage energy-, water- and CO<sub>2</sub>-saving practices in development such as installing solar panels on roofs, water butts, heat pumps and insulation.
- Encourage developers to enhance biodiversity and bioabundance above and beyond statutory requirements in all cases.
- Engage with local governmental initiatives that work towards protecting and enhancing local habitats (e.g., [Kent's Plan Bee](#) and [Kent's Plan Tree](#)).

### **Culture**

To encourage a culture of environmental awareness within the Parish Council and in the Parish as a whole, we will:

- Involve all stakeholder groups in the implementation of this policy, for greater commitment and improved performance.
- Maintain transparency and accountability in the implementation of this policy.
- Provide those involved in the council with relevant environmental training.
- Work with suppliers, contractors and subcontractors to improve their environmental performance.
- Use local labour and materials where available to reduce CO<sub>2</sub> and support the community.
- Acknowledge the close connection between environmental and social wellbeing and support both.

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## Monitoring and improvement

In order to continually improve our environmental performance we will:

- Use this policy as a starting point to develop an Environmental Management Plan, which can be gradually implemented, added to and improved.
- Comply with all relevant regulatory requirements, and, where possible, make environmental choices that future-proof the Parish Council's activities and make the Parish Council and its activities resilient and adaptable to incoming legislation and guidance from the Borough and County councils.
- Continually improve and monitor environmental performance.
- Continually improve and reduce environmental impacts.
- Incorporate environmental factors into business decisions, including habitat protection and biodiversity gain.
- Increase councillor awareness through information sharing and training.
- Review this policy and any related issues at council meetings.

## Review of this policy

The Parish Council will keep this policy under review to reflect any changes in legislation, best practice, or the nature of our activities.

The Parish Council encourages councillors and members of the public to comment on this policy and suggest ways in which it might be improved or ask any questions if they are unsure about any part of this policy or how it is applied by contacting the Clerk.

## Appendix 4

**Name of Event:**

**Location:**

**Audience:**

**Description:**

**Date of Event**

**Risk Assessment  
completed Date**

## Budget

<b>Expenditure</b>	Quote 1	Quote 2	Quote 3		<b>Income</b>	
Entertainment					Ticket Sales	
Venue hire					Grants	
Rental hire					Contribution from CPC	
Drinks						
Food						
Capital expenditure						
Staff costs						
Travel						
Miscellaneous						

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<b>Total</b>					
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Date presented to  
Parish Council

Comments

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