

Dunkirk Parish Council

Minutes of meeting held at Dunkirk Village Hall on 19 October 2015

Present: John Peto (Chair), Jeff Tutt, Vaughan Howland, Paul Mellett, Steve Hitch, Phillippa Clarkson, Andrew Bowles, Louise Blackshaw (Clerk)

Declarations of Interest: Steve Hitch – item 4(a)

1. **Apologies:** Don Coles, George Bobbin
2. **Notification of Additional Agenda Items:** Worcesters, Denstead Lane (dealt with under item 5b)

3. **Minutes of the previous meeting**

The minutes of the meeting held on 21.9.15 and the Planning Committee on 5.10.15 had been previously circulated and were signed as an accurate record.

4. **Matters arising from the previous minutes**

(a) Bus Shelters

Steve Hitch declared an interest in this item.

Steve Hitch had replaced the roof and installed new panels on two shelters which was a great improvement. Steve was thanked for doing the work.

A further quote is still being obtained for the repainting of all the shelters to be considered at a later date as it may now be too late in the year for painting work.

SH & JT will look at alternative options and come back with recommendations to the next meeting.

(b) Correspondence with SBC re democratic process and planning department performance

A response had been received to the reply received from James Freeman to our letter of complaint to Abdool Kara. After discussion it was proposed to leave the matter for the time being. Three were in favour of the proposal, two against and one abstention.

5. **Matters for public concern**

(a) Highways Issues

Roads:

Dawes Road – Alan Blackburn has reported that KCC have agreed to a revised scheme and it is hoped that the works will take place before Christmas. A start date has not yet been confirmed but the works are likely to take 4 weeks.

Boughton Hill – a meeting with Alastair Coleman (KCC Drainage Engineer) has been arranged for 21 October. John Peto, Jeff Tutt and Paul Mellett to attend.

Draw Road (Logging Route): The application to request that the route be adopted as a public right of way is being progressed. Notices will be posted on the site as no ownership can be traced via Land Registry.

Blean House: There was no update on the incomplete work which requires a grille being fitted to the new pipework.

Footways and Verges:

Footpath ZR531 – the footpath has now been cleared and looking a lot tidier. Vaughan Howland was thanked for his help in taking the rubbish away.

Horselees Road to Dunkirk Road South (ZR540). Mike Ellis has been in touch with the landowner to get this path cleared. Ongoing.

AB reported on the footpath/steps at Boughton Hill/Staplestreet Road - PROW had said the footpath was KCC Highways responsibility and they will be making the repairs (case no. 174355). Mike Ellis will also be looking at the Berkeley Close steps.

JP tabled a useful document from KCC outlining the responsibilities of landowners in keeping trees/hedges which borders footways and carriageways cut back.

Trees and Hedges:

Trees and hedges along Boughton Hill have been cut back. A letter of thanks to be sent.

Parking - Proposed Yellow Lines opposite Woodmans Hall: Mike Knowles (SBC) had confirmed the procedure. A site plan showing proposed yellow lines to be submitted which will then be put to informal public consultation. The proposal will then go forward to the Joint Transportation Board; following their recommendation to proceed the formal Traffic Regulation Order would be prepared and advertised for formal consultation for 21 days. Following this the JTB then make a recommendation as to whether the proposals go ahead. The clerk to submit the proposed site plan to Mike Knowles.

(b) Enforcement Cases

No update on the outstanding enforcement cases had been received from Peter Hinckesman.

Worcesters, Denstead Lane – it had been reported by a local resident that two buildings had been erected following the planning permission granted rather than one. To be checked out, and reported to Enforcement if this is found to be the case.

Planning Enforcement Training session at SBC - 22 October. JP/JT/PM to attend.

(c) Crime Update

Crime Prevention Initiative – UV Pens. The packs of pens were handed out for distribution to all households. Philippa Clarkson was thanked for her hard work in pursuing this initiative. A press release has also been drafted for submission to the local press.

The crime update for August (taken from the www.police.uk website) was tabled and noted.

(d) Manor House site/Orchard Gate development

An email had been received from the contracts manager at Jenners stating that there had been several acts of vandalism to cars linked to the Orchard Gate development. This had been reported to the police.

6. Planning

(a) Receive Decisions

15/503738/FULL - 9 Woodside - Erection of single storey rear extension with the insertion of rooflights and single storey side extension – Approved

15/504083/FULL - Potters Corner, Dawes Road - Erection of a single storey rear extension and detached garage to side – Approved

15/503633/FULL - Red Lion Caravan Park - Change of use of holiday caravan park to residential caravan park – Refused

15/506883/LAWPRO - Forge House London Road - Application for a Lawful Development Certificate for proposed conversion of existing garage/workshop to habitable room, enlargement of rear dormer, internal alterations, and changes to doors and fenestration – Approved.

(b) Consider Applications

15/507497/FULL - Oakside Park, London Road - Change of use of holiday caravan park to residential caravan park (amended plans). The amended plans were reviewed and it was agreed to send an additional representation fully supporting the revised proposal.

7. Finance

(a) Finance Report: The report and monthly cash account had previously been circulated and were taken as read. It was noted that the 2nd payment of the Precept and Lighting Grant had been received.

(b) Payments: The following payments were proposed, seconded and approved.

	Payee	Description	Amount	VAT	Total
Cheque 1155	HMRC	PAYE for Clerk	£174.80	-	£174.80
Cheque 1156	L Blackshaw	Clerk wages/office allowance	£283.04	-	£283.04
Cheque 1157	L Blackshaw	Clerk expenses (postage)	£15.31	-	£15.31
Cheque 1158	PFL	Streetlight repair 37 Berkeley Close	£90.00	£18.00	£108.00
Cheque 1159	Abbey Print	Printing of inserts for UV Pens	£58.00	£11.60	£69.60
Cheque 1160	S&D Estate Services	Footpath clearing Berkeley Close	£170.00	-	£170.00
DDR	EDF	Electricity Bill (streetlighting)	£208.06	£41.61	£249.67
		TOTAL	£999.21	£71.21	£1070.42

(c) Bank Signatories: Due to the resignation of Don Coles the Clerk suggested that an additional signatory should be agreed. It was proposed, seconded and approved that Paul Mellett be added as a bank signatory.

8. Neighbourhood Plan

AB reported that James Freeman had agreed to a meeting to discuss the Housing Needs element of the plan. He also confirmed that the new Conservation Officer will be working on the outstanding Conservation Area Assessments as a priority when he joins.

JT said that due to the delay from SBC in agreeing to this meeting following the results of the housing survey which were submitted to them in March, the Plan is now approx. 6 months behind and it is possible that part of the grant funding which had been received from DCLG may need to be returned as its expiry date is end October. The consultant appointed by the group had also not been able to work on this element of the plan due to the delay in information from SBC, and it has recently been found that she will not be available for further work. The lack of response from SBC was very frustrating to those working on the plan who need the advice of SBC officers to be able to move it forward.

9. Parish Council resignation and vacancy

Don Coles had tendered his resignation due to him moving out of the area. He will be very much missed by the parish council who had appreciated all the work he had done over the years. The clerk will inform Democratic Services and advertise the vacancy.

Apsley Trust - Phillippa Clarkson will be the parish council's representative and will be attending a meeting in November. Any nominations for this year's Trust payments to be put forward as soon as possible.

Planning Committee – it was proposed, seconded and agreed that Steve Hitch replace Don Coles on the Planning Committee.

10. Correspondence

The following items of correspondence had been received, and previously circulated by email:

22/9/15	KALC	House of Lords Call for Evidence - development and implementation of national policy for the built environment (deadline 6 October)
22/9/15	KALC	KFAS and Civic Voice - War Memorials Workshop - 17 October
23/9/15	KALC	Letter from NALC chairman on The Commonwealth Flag Day 14.3.16
25/9/15	KCC	Streetlight consultation (deadline 29 November). Agreed to send in comments suggesting lights within the village areas are reduced to 50% rather than turned off at night.
30/9/15	KALC	Local Government Boundary Commission re Sevenoaks draft recommendation
8/10/15	SBC	Planning Enforcement Training - 22 October. JP/JT/PM to attend
8/10/15	KCPFA	KCPFA Annual Council Meeting – 30 October
9/10/15	ACRK	Annual meeting invitation – 10 November
15/10/15	KALC	KCC 2016/2017 Budget Consultation (deadline 24 November). Agreed to send in comments supporting the 1.99% increase proposal.

The following items were tabled:

25/9/15	SBC	SBC Annual Report 2014/15
30/9/15	K Bailey	Litter along Lion Hill. A letter had been received appreciating our thanks to them for litter clearing
7/10/15	KALC	AGM papers – 21 November including KALC Annual Report
Oct 2015	CPRE Kent	AGM invitation – 20 November
Autumn/Winter 2015	CPRE Kent	Kent Voice

11. Matters not on the Agenda

WW1 Grant application – Andrew Bowles confirmed he wanted to support the application but SBC were still awaiting financial details to enable it to be processed. The clerk to follow up.

Gypsy & Travellers – JT reported that the submission documents for the draft local plan included a new paper on G&T numbers. The document states that there are currently 43 pitches at Brotherhood Wood (planning consent is for a maximum of 36). JT to forward the link for everyone to read.

The meeting closed at 9.40pm.

Date of Next meeting: Monday 16 November

Louise Blackshaw
Clerk to Dunkirk Parish Council

Signed

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Chairman

Date

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