

**The Minutes of the Parish Council Meeting held in Upchurch Village Hall on 5<sup>th</sup> September 2019 at 7.30pm.**

**Present:** Cllr Tyrone Ripley (Chairman), Cllr John Arnold (Vice Chairman), Cllr Pam Denny, Cllr Alan Horton, Cllr Gerry Lewin, Cllr Janet Marshall, and Cllr Gary Rosewell; and Mrs Wendy Licence (Clerk).

Also present were five members of the public.

**66. Apologies for absence**

Cllr Ripley welcomed everyone to the meeting.

Apologies had been received from Cllr Peter Masson (holiday) and Cllr Neil Sheppard (work); apologies accepted.

Apologies had also been received from KCCllr Mike Whiting (holiday) and Ward Member Richard Palmer (at another meeting); apologies noted.

**67. Declarations of interest**

None were declared.

**68. Minutes of the meeting held on Thursday 4<sup>th</sup> July 2019**

Item 51. i. of the minutes were amended to read “**SECONDED** by Cllr Arnold” of the meeting. Cllr Marshall **PROPOSED** to accept the minutes, as amended, of the meeting held on 4<sup>th</sup> July as a true record; **SECONDED** by Cllr Arnold: **AGREED UNANIMOUSLY**. Cllr Ripley duly signed the minutes as a true record of the meeting.

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**Public Time**

*The meeting was adjourned for the Public Time*

*A resident asked if there was any progress regarding the maintenance of the Coop garden.*

Cllr Ripley said it was not under the remit of the Council to manage the garden.

*ACTION: Clerk to contact the Coop and asked for the area to be tidied.*

Cllr Lewin asked if the Coop could be asked for a progress report on the repairs to the shop following the fire. Many residents are dependent on the store as there are unable to shop elsewhere.

*ACTION: Clerk to contact the Coop for an update on when the store will be re-opened.*

*A resident thanked the Council for the lovely flower display opposite the church and said that he did not actually like the planter which was more suited to a civic centre than a Conservation Area. Why weren't local firms asked to tender?*

Cllr Horton said the planter was from Amethyst Horticulture, a local firm. There have been very positive comments from residents regarding the planter.

Cllr Ripley said Swale Borough Council is offering Environment Grants again and the Parish Council can pursue a grant for another area of the Parish.

*ACTION: Clerk to obtain quotations and apply for a grant.*

*A resident said there are trenches being dug in land along Halstow Lane, is the Council aware?*

Cllr Rosewell said that he will look into the matter.

Cllr Ripley thanked residents for attending and for their contributions.

*Public Time finished at 7.51pm and the meeting was reconvened.*

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## 69. Correspondence

KCCllr Whiting was unable to attend the meeting and sent the following report:

*The first and major item is of course the replacement gas main. I am grateful to those that filled Newington Village Hall to hear from SGN, the Police and Kent Highways.*

*In short, the plan is to replace the 80 year old gas main along the A2 from Oak Lane Upchurch to Key Street roundabout with a new one. This will protect the residents locally from further leaks and danger of explosion, and protect the supply to the 40,000 households served by the main. It is work SGN is prioritising because of the risk of further leaks and the danger to workers and to residents. Because this is such a large main, the work on it is slow and complicated, SGN says it will take up to 42 weeks to complete the project. They intend doing this in 11 sections, one at a time starting at the Upchurch end on 16 September. They will work their way to Key Street over the next 42 weeks. They do not intend closing the A2, but having two-way lights where necessary.*

*A lot of the meeting was taken up, rightly, discussing traffic chaos during the emergency closures recently. I said this had been unacceptable and agreed that SGN, working with KCC needed to ensure signage and general traffic management for each of the 11 sections of the planned works was the subject of detailed audit and discussion between all parties. Both organisations said they would work on that basis and public proposals soonest. If anyone has suggestions for managing traffic then please let me know and I will happily pass them on and add to those I have already received from residents.*

*One thing that was agreed was for KCC to look at making traffic orders banning HGVs from using the A2 as a through route during the road works. The suggestion is they should use Hoath Way in Rainham and the A249 from Stockbury via the M2 instead.*

*I have concerns over the early schedule, traffic management and mitigation proposed and have asked the works be postponed until all those things raised by the public have been properly investigated. I have this afternoon had the following response:*

Dear Mike

Apologies for the delay in getting this to you. I can confirm that SGN have been advised that no planned works will be taking place on the A2 until next year.

This will allow more time for the complex traffic management needs to be fully explored and addressed in a plan.

SGN have made Sharron aware today that some sections of this main may not survive the higher pressure demands of the autumn and may become emergencies. I think we are all aware that this is a risk and we will need to see what happens.

As discussed, all of the comments and suggestions from local residents and businesses will be fully explored as part of this process. The planning is unlikely to have any aspects for discussion for several weeks as the project managers investigate issues and design solutions.

*Related to the gas main repairs, KCC has agreed to delay the resurfacing of the A2 from Key Street to Upchurch until the SGN works are completed, for obvious reasons.*

*An application has been submitted to Swale Council for a permanent site for eight homes at Spade Lane. I have submitted an objection to the proposal, requesting Swale refuse this application on the grounds that it is in an area not designated for development, is wholly inconsistent with its setting, and that the size of the development will result in a level of vehicle movements that is inappropriate for access via the country lanes in which it sits. The application reference number is 19/503964/FULL, New Acres, Spade Lane, Hartlip, ME9 7TT.*

*I continue to support Parishes wishing to create their own Parish Highways Improvement Plans (HIP) and have referred an enquiry to me to Borden PC for it to consider. I was also grateful to Upchurch for providing me an early draft of its HIP proposals. I continue to be happy to help other Parishes in developing their plan, which I believe is the best and most democratic way locally to identify the important projects and to work together to seek the required funding.*

*I am pleased to have secured home to transport for three families at various appeal hearings at County Hall.*

*As mentioned previously, KCC is working with the police and Swale Council to monitor fly tipping and to assist financially in increasing enforcement and communications around the issue. The police are looking to increase their enforcement action days across the county, and the Borough Council has recently published details of its further successful prosecutions of offenders this time the offenders were based and collecting in London and dumping on an industrial scale in Swale and Medway.*

KCC is announcing this week a £60m highways repair programmed over the next two years a record amount that I am pleased to have helped secure wearing my Cabinet Member hat.

SBCllr Palmer was unable to attend the meeting and sent the following report:

*There have been issues over the past few weeks with bins not being collected. I have raised these concerns with the contracts team who are monitoring the situation.*

**Kaynes Farm**

*I have had reports of motorbikes racing round the fields as well as the field being used for bonfires burning waste. The fields in question are at the top of Breach Lane near the A2 Junction. The field has the name plate showing it to be Kaynes Farm. The Council's Environmental Officer has visited the site and spoken about the burning of waste without a licence etc.*

*I have also raised a possible planning breach at this location, namely, that of burning waste without what appears to be a waste licence and the storage of goods plus the running of a business from the field. Also noted several caravans on site. This is being investigated by Planning Enforcement following the Councils procedures and I hope to provide an update for the next meeting.*

**Application in Kent Terrace Canterbury Lane**

*Concerns have been raised about the laying of the gravel road in Kent Terrace and that it is not as agreed by conditions set by Swale Council. I raised an alleged breach of planning condition with Swale Council Officers. This matter is again being investigated by Planning Enforcement and I hope to give an update next month.*

**Section 106 money**

*I also noted that there is some section 106 money available from this development for use on the recreation ground or the paddock.*

**Orchard View**

*I attended the Planning Committee at Swale House concerning the Orchard View (Three Sisters) application as well as the site meeting held this morning (5<sup>th</sup> Sept 19).*

**Spade Lane**

*Spade Lane, which runs through Upchurch and Hartlip will be closed during the 12 September for road cleaning. I believe this was requested by John Wright when he was the ward councillor and following several concerns raised with me by residents, I chased this further and have been informed the cleaning of rubbish etc will take place on the 12<sup>th</sup> September. The road has now been put down for bi-monthly cleaning and I will monitor that this happens.*

**Bin Collections**

*I am dealing with reports of missed bins collection from certain roads. I have raised this issue with Swale Council contracts team to raise the matter with the contractor (Biffa).*

*Roads affected, where the bins have taken longer than two days to empty post collection date.*

*Breach Lane-3 Properties  
Otterham Quay Lane-1 Property  
Horsham Lane-1 Property  
Hartlip Hill-9 Properties  
Holywell Lane-1 Property  
Chaffes Lane-9 Properties  
Woodgate Lane-11 Properties*

*Shoregate Lane-1 Property  
White Hill Road-1 Property  
Kent Terrace-17 Properties  
Beckenham Park-75 Properties  
Otterham Quay Lane-5 Properties  
Holywell Lane-6 Properties  
Victoria Court-15 Properties*

*The contractor, Biffa, have been having issues with breakdowns of the freighters, sickness has also had a big impact. Swale are hoping all bins would be cleared on Saturday (31 Aug), unfortunately due to ongoing breakdowns, the outstanding bins were emptied on Monday 2<sup>nd</sup> September. I am monitoring this problem and liaising with the contract's manager at Swale. This has been ongoing for several weeks.*

Cllr Lewin said the S106 money had been dealt with, the application had set aside money for playground equipment and the developers of Four Gun Field decided they needed more money for a social area at the back of the development.

The Clerk reported that she had spoken to the S106 Monitoring Officer who informed her that she thought the money has just been received by Swale Borough Council and would check the position. The S106 agreement, for 14/506519/FULL Land at Kent Terrace, states

*Recreation Contribution- £11,203.40 (index linked) towards the provision of local play facilities at The Paddock and the Recreation Ground at Upchurch.*

Cllr Horton said the footpath mentioned in SBCllr Palmer's report was pursued by KCllr Whiting at Christams and that he (SBCllr Horton) became involved in the issue in May after the election. The problem is that steps were built at Kent Terrace and a ramp cannot be installed until the road has been completed.

## **70. Planning**

i. To receive the minutes of the Meeting held on 14<sup>th</sup> August and receive an update on planning matters

Cllr Rosewell **PROPOSED** to accept the minutes of the meeting held on 14<sup>th</sup> August as a true record; **SECONDED** by Cllr Lewin: **AGREED UNANIMOUSLY**. Cllr Rosewell duly signed the minutes as a true record of the meeting.

Ref: 19/503869/OUT Address: Land At Oak Lane Upchurch Kent ME9 7AY

Proposal: Outline application for residential development of 8no. three and four bedroom dwellings with associated amenity, parking and infrastructure (Access being sought)

Cllr Rosewell reported that there had been no consensus at the meeting regarding the proposal.

Cllr Horton informed Members that he has called the application in to Swale Planning Committee as he had recognised the local tension surrounding the proposal. There is deep suspicion the proposal will give access to the land behind Jubilee Fields which has proved problematic in gaining access. There is insufficient parking, the proposal is outside the built environment, the site is not allocated in the Local Plan and it is in a rural area with limited public transport and a car is needed to get to the train station; these are all material considerations to object to the application.

Cllr Rosewell said the Committee wanted a rounded view and although it could only look at the papers which had been lodged, there is a concern the proposal would be open for future developments. This is a public concern.

Cllr Lewin said if the issues were addressed the proposal would be acceptable regardless to it being outside the built environment. Upchurch will have to accept housing. The parking on the application is the Kent standard parking which does not address the houses being in a rural area. It would be attractive housing with spectacular views looking down to the river. Historically developments always get ransom strips to another land, this is what the developer has done and it is not a material consideration. There are some things which would make the proposal acceptable. If the Council does not say yes to the proposal we will have to have another development. The Council ought to speak both ways; to point out our dislikes, for example no affordable housing although the Parish Council has no strategy for this, and to take the opportunity to get something which does affect the village. One side says object straight away but if Swale is minded to accept the application, the Parish Council would want a re-design of parking and S106 money if permitted. The application could be refused but if accepted the Parish Council needs to direct Swale Borough Council concerning the S106 money, for example the village hall needs a new roof, the play area needs updating.

Cllr Marshall asked if S106 money is gained whether the money will go to the Parish Council.

Cllr Rosewell said not necessarily and that is why the Parish Council must specify the need now.

Cllr Rosewell asked whether the Parish Council should a policy for affordable housing as the number of houses available to first time buyers is decreasing and the turnover is decreasing as some extend their houses meaning it is no longer affordable for a first time buyer. There are people who have grown up in the village who cannot afford to stay in the village.

Cllr Horton said Cllr Lewin had highlighted a route the Parish Council could explore and be more creative. As it stands, residents have indicated they do not want to see development

Cllr Denny said she had thought the eight houses seemed acceptable but then saw the opening to the field behind, how would you see it changed?

Cllr Lewin said the parking standards needs to be addressed and it needs to be recognised that in a rural area houses have three or four cars.

Cllr Denny said this could only be rectified by reducing the number of houses.

Cllr Arnold asked whether the sewerage system would cope with the extra houses as there have been problems with sewerage flooding Crosier Court and beyond.

Cllr Rosewell said the Council could ask if the system is adequate. The Council is not, in principal, against the application but the proposal is not good enough. The infrastructure needs to be suitable.

Cllr Marshall said eight extra houses would place a burden on the school, the doctors and sewerage infrastructure and the traffic would cause problems exiting the site.

Cllr Horton said the school is undersubscribed.

Cllr Lewin said the Council can state the decision was not unanimous.

Cllr Denny said she had concerns about the local infrastructure.

Cllr Rosewell said there are not enough GPs generally and lack of GP services will always be a problem. It is difficult to know if a small development will overstretch the facilities but there would be a cumulative effect.

Cllr Rosewell **PROPOSED** to respond that the Parish Council is not in favour of the development in its current format and that it is not against a development in principal but the proposal needs to be looked at again. Consideration needs to be given to the parking standards and there are concerns about the infrastructure particularly the drainage and sewerage system; **SECONDED** by Cllr Lewin: **4 FOR, 3 AGAINST- MOTION CARRIED.**

*ACTION: Clerk to draft response and circulate.*

ii. Ref: 17/503860/FULL

PINS Ref: APP/V2255/W/19/3220060

Address: St Thomas Yard Holywell Lane Upchurch

Proposal: Change of use of land for the stationing of 3no. Mobile Homes and 3no. Touring Caravans for residential occupation with associated utility building, hard standing, steps to mobile homes, fencing, cesspools and new access (Retrospective).

Cllr Rosewell reported the Parish Council has objected.

Cllr Lewin said the Council in its response relied on previous comments, the objections need to be reiterated.

It was AGREED to resubmit comments.

Ref: 19/502687/FULL Land At Woodgers Wharf Horsham Lane Upchurch ME9 7AP

Proposal: Phase 1 redevelopment of Marina, including 10no. 2 and 3 bedroom static holiday lodges (Use Class C1), boat fabricating building (Use Class B2), site office (Use Class B1), gym (Use Class D2), cafe (Use Class A3) and associated parking, access and landscaping.

Cllr Ripley reported that the application had been withdrawn.

16/503950/FULL Orchard View Otterham Quay Lane Upchurch ME8 8QR

Variation of Condition 2 of SW/13/0706 - to allow a total of four residential mobile homes and four touring caravans

Cllr Rosewell reported that the site meeting was well attended by Borough Councillors and the matter will be decided at the Swale Planning Committee meeting next Thursday.

## **71. General Purposes Committee**

Cllr Denny **PROPOSED** to accept the minutes of the Meeting held on 17<sup>th</sup> July; **SECONDED** by Cllr Marshall: **AGREED UNANIMOUSLY.**

## **72. Allotments**

There was no report.

## **73. Paddock and Recreation Ground**

Cllr Denny asked whether there will be three or four bollards at the Recreation Ground.

*ACTION: Clerk to check.*

Cllr Denny said the issue with the sleepers and fence at the Recreation Ground has been resolved satisfactory. Cllr Ripley has removed the plastic fencing. The contractor will be asked to cut back the area a bit more. The Community Warden has contacted the Clerk regarding dog fouling at the Recreation Ground and Paddock. Cllr Ripley said the signs will be erected in the Paddock and the Tikspacs will be installed.

#### **74. Burial Ground and Churchyard**

Cllr Marshall reported that there had been a complaint of dog fouling in the Burial Ground and that it might be appropriate to have signs.

*ACTION Clerk to contact church for feedback.*

Cllr Marshall said the Burial Ground fence needs to be creosoted on both sides.

Cllr Marshall said the ivy on the tree is an issue.

The Clerk said when advice was sought regarding the height of the tree the contractor said the tree may be subject to a TPO or in need of planning permission as it is in the Conservation Area. The Conservation Officer has been contacted.

*ACTION: Clerk to contact the Conservation Officer in four weeks if no response.*

Cllr Marshall reported that the mapping of the Burial Ground has been completed.

Cllr Ripley said the regulations on the notice board need to be updated.

*ACTION: Clerk to update.*

#### **75. Church Clock**

Cllr Horton reported that the clock has had its annual service. There was no strike taking place on the hour for about three weeks due to the tilt switch being faulty. The engineer has replaced all three tilt switches and the clock is more efficient. The linkages connecting the clock are now supported. The clock is keeping excellent time.

#### **76. VE Day 75<sup>th</sup> Anniversary 8<sup>th</sup> May 2020**

Cllr Horton informed Members that there is a national programme of events and that the Bank Holiday has been moved to the Friday to coincide with the anniversary of VE Day so that there will be national celebrations. There will be a celebration at the Recreation Ground with a programme of events throughout the day culminating in the beacon lighting. The subcommittee consists of Cllr Ripley, Cllr Masson, Cllr Rosewell and Cllr Horton.

#### **77. Highways and Street Lighting**

Cllr Arnold reported that the subcommittee had met with two contractors and recommend to Full Council to accept the quotation from Prime One Maintenance. There is also a maintenance scheme which enables individual lights to be dimmed if necessary and Councillors are invited to visit an operational scheme in Surrey.

Cllr Arnold **PROPOSED** to accept the tender from Prime One Maintenance for £63,266.88 and to seek the approval of the Secretary of State for Housing, Communities & Local Government to apply for a Public Works Loan Board of £61,266.88 over the borrowing term of five years for the purpose of upgrading the street lights: **AGREED UNANIMOUSLY.**

*ACTION: Clerk to apply to the Secretary of State.*

Cllr Arnold informed Members that he had carried out a survey of the lights in the village and only six lights were not working. One light is possibly under warranty and this is being investigated. There are two lights which are beyond repair and three which need new lamps. Light in Marston Close may be repaired under warranty.

It was **AGREED UNANIMOUSLY** to accept the quotation from Streetlights for £350.

Cllr Ripley thanked Cllr Arnold for his report.

Cllr Horton said there had been a consultation through the summer on the prioritisation and correct identification of highways issues within the parish. There were thirty-five responses which highlighted three main areas of concern for residents, the vehicles parked in The Street

opposite Horsham Lane; speeding vehicles in Horsham Lane and the restricted road width in Oak Lane near the junction with Wallbridge Lane. There were two other locations highlighted by residents in their responses, the junction with Forge Lane, Holywell Lane and Halstow Lane where the hedge needs to be trimmed. The second is the junction of Horsham Lane with Crosier Court.

Cllr Horton said the Council should consider undertaking the survey on an annual basis as things will change and also it will show if a difference has been made. The survey has been very worthwhile and has helped prioritise the Council's work

Cllr Horton said the issue of speeding in Horsham Lane may be addressed by having a 30mph roundel by the bus stop and also to have SLOW painted on both side of the road prior to the junction with Crosier Court to remind drivers to lower their speed and help residents exit Crosier Court.

Cllr Horton said there is a strong case for priority signs in Oak Lane, at the Wallbridge Lane junction, for vehicles exiting the village to have priority.

Cllr Horton **PROPOSED** to have a site visit with KCC Highways engineer and to consider restricted parking at the junction of The Street and Horsham Lane and to consider the priority in Oak Lane; **SECONDED** by Cllr Lewin: **AGREED UNANIMOUSLY**.

**ACTION 1:** Clerk to arrange a meeting with the Highways engineer.

**ACTION2:** Clerk to obtain quotations for one roundel and three SLOW signs.

Cllr Horton said parking outside the cottages in The Street contravenes the Highway Code.

Cllr Marshall said the Council has refused a request from a resident for a parking permit, should this be reviewed?

Cllr Horton said one respondent to the survey suggested the Village Hall might be able to offer a solution. Installation of yellow lines would take up to eighteen months as it would need a Traffic Regulation Order (TRO) with a public consultation and would be dealt with by the Swale Joint Transportation Board.

Cllr Horton thanked the Clerk for her work on the survey.

Cllr Ripley thanked Cllr Horton for his report.

## 78. Footpaths

Cllr Ripley informed Members that footpath ZR16 is not a National Cycle Route but a Public Right of Way.

## 79. Finance

### i. Cheques for approval and signature

Chq no	Payee	Reason	Amount
3809	Mr C Hansford <i>Paid out of meeting</i>	Village caretaker	<b>£63.63</b>
3810	Upchurch Village Hall <i>Paid out of meeting</i>	Hall hire	<b>£51.00</b>
3811	Mrs P Denny <i>Paid out of meeting</i>	Expenses	<b>£20.25</b>
3812	HMRC <i>Paid out of meeting</i>	PAYE	<b>£141.00</b>
3813	Mr P Hurd <i>Paid out of meeting</i>	Litter picking	<b>£139.57</b>
3814	Mrs W Licence	Salary adjustment	<b>£60.31</b>

	<i>Paid out of meeting</i>		
3815	Spyder Creative Ltd <i>Paid out of meeting</i>	Paddock signs	<b>£144.00</b>
3816	Mr C Hansford	Village caretaker	<b>£61.58</b>
3817	Upchurch Village Hall	Hall hire	<b>£41.00</b>
3818	Vincent James Landscapes	Open space maintenance July/ August	<b>£1170.00</b>
3819	HMRC	PAYE	<b>£135.60</b>
3820	Mrs W Licence	July/ Aug expenses and salary adjustment	<b>£141.12</b>
3821	Newington Parish Council	Share of SLCC subs	<b>£36.67</b>

Councillors agreed to the signing of the cheques.

#### ii. Review of Finance Regulations

Cllr Lewin suggested amendments to the NALC model template Finance Regulations.

Cllr Ripley **PROPOSED** to adopt the Finance Regulations as amended; **SECONDED** by Cllr Lewin: **AGREED UNANIMOUSLY**.

Cllr Lewin asked that further policy revisions be tracked.

### **80. Administration**

#### i. To consider the use of electronic communications in the sending of summonses to Members

Councillors **AGREED UNANIMOUSLY** to accept electronic communications for the delivery of agenda packs to Members. Cllr Rosewell agreed to put notices on the notice board in Littlefields Road and Cllr Arnold agreed to put notices on the notice board by the Co-op.

#### ii. To consider quotation for email addresses

Councillors considered options for Council specific email addresses.

It was **AGREED UNANIMOUSLY** to accept the quotation from Fasthosts for a .gov.uk domain name at a cost of £109 +VAT for the first two years registration and 10 email addresses at £14.90 per month.

#### iii. Review of telephone arrangements

Councillors considered the telephone arrangements and **AGREED UNANIMOUSLY** to cancel the current contracts and pay the Clerk £5 per month towards her telephone bill.

### **81. Defibrillator**

There was no report.

### **82. Reports from representatives**

#### i. KALC

Cllr Horton said the next Swale Area Committee meeting is on 9 September.

#### ii. Police Liaison Officer

Cllr Marshall reported that the last time she went to Snaffles for the Police Surgery she found that the PCSO was not expected.

Cllr Ripley said there have been a lot of horse box thefts in the area with two being taken in Hartlip.



**83. Matters arising**

Cllr Ripley asked if arrangements have been made regarding the Christmas lights.

Cllr Arnold said he will liaise with the neighbour.

Cllr Arnold said there is a Leigh Academy public meeting and the proposal will affect Upchurch as there will be extra traffic in Otterham Quay Lane.

**84. Village Caretaker**

**Pursuant to the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of this item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

There had been two excellent applications for the role and it was agreed to accept the application from Mr T Honeyman.

**85. Date of next meeting Thursday 3<sup>rd</sup> October 2019 at 7.30pm in Upchurch Village Hall**

There being no further business, the meeting closed at 9.46pm

Signed as a true record of the meeting

Chairman

Dated this 3<sup>rd</sup> day of October 2019