



Shadoxhurst Parish Council

Protecting the Woodland Gateway to the Countryside

SHADOXHURST PARISH COUNCIL

MINUTES 452

MINUTES OF THE ORDINARY PARISH COUNCIL MEETING HELD AS A VIDEO-LINKED MEETING DUE TO ALTERNATIVE LOCKDOWN MEASURES DUE TO THE CORONA VIRUS ON WEDNESDAY 13TH JANUARY 2021 COMMENCING AT 6.00 PM

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|-------------------------------|---|
| PRESENT: | Cllr M Richmond Coggan (Chair), Cllr D Ledger (Vice Chair), Cllr R Crowley, Cllr S Cass, Cllr J Hayward & Cllr A Clapp |
| PARISH CLERK: | Ms C Laming |
| BOROUGH COUNCILLORS: | Mr D Ledger |
| COUNTY COUNCILLOR: | Mr Mike Angell |
| MEMBERS OF THE PUBLIC: | There was no members of the public present. |

1. INTRODUCTION

Explanation of the process and format of the virtual meeting.

2. APOLOGIES FOR ABSENCE

Cllr R Hills was unable to make the meeting due to poor health. The Councillors wish him well.

Proposed Cllr M Richmond Coggan

Seconded Cllr S Cass

3. DECLARATIONS OF PECUNIARY AND SIGNIFICANT INTEREST

Declarations of Pecuniary Interest

There were no Declarations of Pecuniary Interest.

Declarations of Significant Interest.

There was one Declarations of Significant Interest from Cllr S Cass for Tomtebo, Nickley Wood (20/01703/AS & 20/01704/AS) due to the proximity of the site.

4. ACCEPTANCE OF MINUTES OF PREVIOUS MEETING

Minutes 451 of the meeting held on Wednesday 11th November 2020 were accepted and it was unanimously agreed that Cllr M Richmond Coggan should sign them.

Proposed Cllr S Cass

Seconded Cllr D Ledger

5. PUBLIC INTERVAL

There were no members of the public present.

6. CHAIRMAN'S REPORT

A relatively quiet period during which my focus has primarily been on planning and enforcement issues, in particular supporting the Utilities Advisory Group and the Planning Group on:

- Flooding in the western end of Woodchurch Road, including Frogmore (ongoing)
- SPC Representation to the Hornash development appeal (delivered)
- Hornash listed building preservation (ongoing)
- Brinklow development (new plans registered)
- Farley Close development (going to Planning Committee on 20th Jan)

The details of these will be discussed during the planning group/external liaison group discussion.

Cllr M Richmond Coggan also raised the issue that with any internal working groups who are requesting that the Parish Council makes a decision at the monthly meetings should be identifying that in time for it to make it onto the agenda before circulation so that any member of the public/parishioners will have the opportunity to see it and have the ability to comment.

7. BOROUGH COUNCILLORS' REPORT

The Overview and Scrutiny Committee has set up a task group to look specifically at the draft budget for 2021/22 and met 6th January to set out the review parameters. There are intensive consecutive evening meetings in the third week of January, and I stepped forward to be on the task group. I have continued to be active with correspondence to ABC Planning with the surface water issues in the village, Hornash and enforcement questions, although they are not always being helpful.

8. COUNTY COUNCILLOR'S REPORT

County Cllr Mr Mike Angell reported that a new mass testing centre had commenced operations for asymptomatic testing in Ashford, with the main one being Unit 1 Eurogate Business Park, Thomson Rd, Ashford TN24 8XW. A list of the testing sites can be found here:

www.ashford.gov.uk/news/latest-news/symptom-free-testing-sites-to-open-across-kent

He also reported that poor water quality at Stodmarsh Nature Reserve is stalling housing developments across Canterbury, Ashford and other areas. The wetlands at Stodmarsh, outside Canterbury, which are a haven for wildlife, are deemed to be suffering from high levels of nitrogen and phosphorous. Councils have been forced to put decisions on housing projects on hold while the best course of action to tackle the reserve's deteriorating water quality is decided upon.

ADVISORY GROUP REPORTS, DISCUSSIONS & AGREEMENTS

9. PLANNING (see Appendix A)

The Council's decisions on applications received by the date of this agenda are shown in Appendix A. A huge thank you from the Parish to Peter Finnis for his endless work on Hornash House. Please see the Chairman's report in appendix D for additional information.

10. FINANCE & POLICY (see Appendix B)

Account Balances

See attached sheet for November and December 2020 accounts.

Payment of Accounts

Caretaker Salary £108.00

Colour Thirst £215.00

Clerks Salary £514.67

CM Cleaning £90.00

Spick n Span £10.00

Webmaster C. Stanley £14.00

Proposed Cllr J Hayward

Seconded Cllr M Richmond Coggan

It was recommended by Cllr J Hayward and agreed by all the Councilors that the Aspire contract for Grounds Maintenance should continue for the next 3 years at a cost of £2962.50 (ex Vat) with works only charged if completed.

Proposed Cllr J Hayward

Seconded Cllr S Cass

Funding was also received from Borough Councilor George Sparks and Borough Councilor David Ledger for the Village Sign for the sum of £750 each. Business grant money following the closure of the Village Hall and the Pavilion was received from Ashford Borough Council on 11th December for the sum of £2268.00.

Cllr J Hayward has summarized and estimated the Parish annual income and expenditure and it has been agreed that the Precept for 2021/2022 to remain the same at £19.5k.

Proposed Cllr J Hayward

Seconded Cllr M Richmond Coggan

Cllr J Hayward and the Clerk will meet up to discuss the budget for the new financial year (April 2021) in due course.

11. VILLAGE HALL, PAVILION & PLAYING FIELD (see Appendix C)

The Clerk has contacted Browns Drainage to confirm a date for the drainage works.

The Clerk will also contact Aspire with regards to the repainting of the play equipment at the Pavilion playing fields.

It has been agreed which signage is needed at the Hall and Pavilion and this will be ordered in the next few days.

12. ADMINISTRATION

Nothing to Report.

13. EXTERNAL RELATIONS (see Appendix D)

14. CONSERVATION & HERITAGE (see Appendix E)

Cllr R Crowley updated the Councillors on the making of the new Village Sign as it has now been delayed. It was agreed to put the sign up but due to the current situation to wait until it is safe for an official unveiling. The Clerk also suggested combining it with the unveiling of the Sewing Clubs Tapestry.

15. WEBSITE & COMMUNICATIONS

This has been a quiet period – just maintain current documents on the site.

We are investigating how to put a booking system onto the site, particularly to support the booking of the playing fields as well as the Hall and Pavilion. This needs to be live by the time we come out of lock-down.

A grant from Ashford Borough Council for the first years' cost for the new Parish Website has been submitted and has been approved.

The Clerk has decided to put the new Parish Facebook on hold until the restriction are lifted. It was agreed that this was the right decision.

16. HIGHWAYS

Lorry Watch/Speed Watch

Speedwatch has been temporarily suspended due to the government restrictions. However the police are still active along Woodchurch Road and Tally Ho Road.

Highway Improvement Plan (update)

Nothing to Report.

Items to be reported to KHS/PROW

Nothing to Report.

Parking outside Rectory Bungalows (currently deferred)

Nothing to Report.

Cllr S Cass raised the issue on the road closure on Church Lane, the road closure signs were put up but the works have not yet been started. The road has been flooded and Cllr M Angell has confirmed that they are dealing with the drainage and the works have been delayed due to the flooding.

17. COMMUNITY & SPORTS HALL PROJECT (see Appendix F)

18. ITEMS FOR INCLUSION ON THE NEXT AGENDA

Appointment of Responsible Finance officer (RFO) and Proper Officer (PO)
Census 2021

19. FORUM FOR EXCHANGE OF INFORMATION BETWEEN COUNCILLORS

There being no other business the meeting closed at 7.49pm

Date of next meeting: **10th February 2021** Time 6pm

28th January 2021
Parish Clerk

APPENDIX A
PLANNING

Shadoxhurst Parish Council
Planning responses for 13th January 2021 meeting

The following applications are up for consideration this month. Please see the planning group's suggested responses:

20/01703/AS **Tomtebo, Nickley Wood Road, Shadoxhurst, Ashford, Kent, TN26 1LZ** Erection of a timber single storey granny annexe for ancillary use to the main dwelling.
Comments By 28th January 2021

20/01704/AS **Tomtebo, Nickley Wood Road, Shadoxhurst, Ashford, Kent, TN26 1LZ** Lawful development certificate - proposed - siting a mobile home for use ancillary to the main dwelling.

Comments By N/A

These are two applications for the same development, but with different planning approaches. One is for a "permanent" building, the other is for a "mobile home". I have spoken with the applicant and hope to provide information regarding the thinking behind lodging two applications at our meeting tonight.

In either case, this is a very small-scale development of an annex (not even any kitchen facility) for the father of the couple who own Tomtebo to live in. It adds no extra stress on draining or access.

Recommend: Support

20/01734/AS **St Mawgan, Hornash Lane, Shadoxhurst, Ashford, Kent, TN26 1HX** Construction of a two storey front extension, and first floor and roof extension.

Comments By 9th January 2021

This is a significant development of a bungalow into a full, two-storey, house; the first house on the Hornash Lane – Church Lane byway, leaving Hornash Lane. The four dwellings on this byway are all currently bungalows and both neighbours adjoining this site are opposing the development; one for loss of light, the other by reason of being overlooked.

Recommend: Object as this application is out of scale with the surroundings, impacts the amenities of the neighbours and there is no detail on how sewerage would be handled.

APPENDIX B

Finance/Section 106 Update

Update for period to 13th January 2021

- Section 106 application for £22,000 for the Recreation field drainage is approved and now with Legal at ABC. There are delays in the council due to the COVID-19 epidemic but Michelle Byrne (ABC) has agreed to keep on top of this for us and will escalate if we require payment.
- Terry Jones (ABC) has scheduled a TEAMS meeting on 19th January with council officers and SPC with a view to developing our strategic vision for the Recreation Ground and Community Hall.
- The funds associated with the Shadoxhurst Land Trust and Village Forum have been clearly identified for ring fencing in the SPC finance ledger.
- Work continues on developing a budget for SPC commencing 1st April 2021. Given the COVID-19 issues and the consequent inability to confirm revenues from any of our assets the basis of this budgeting will be predominantly cost driven.

Actions for Next period: -

- Confirm with Terry Jones the attendees of the meeting on 19th January and agree a draft agenda.
- Agree with Chairman and Deputy Chairman a proposal for the SPC Precept application
- Continue budget development.

APPENDIX C

Report for Village Hall, Pavilion and Recreation Field.

Village Hall

- Will continue to be closed in line with Government Guidelines.

Pavilion

- Nothing to report.

Recreation Ground

- The drainage is scheduled for the spring 2021.
- Football pitches now “Opened up” to other users, procedures and tariff done and to be displayed.
- Play equipment painting now required in the spring,
- The ditch will now be cleared by the Environment Agency, date not yet known.
- Signage project to be completed by end of January 2021.

Actions for Next period

- As above.

APPENDIX D

External Liaison Group Report for 13th January 2021 SPC Meeting

Utilities Advisory Group – once again we are indebted to Peter and Roger who continue to do sterling work with all the surface water and structural matters. Hornash House, the appeal deadline is the 12th. Peter has put forward a lot of work together for this on aspects of surface water and trees as well as arguments on the appellant's Statement of Case. With the two current applications, I am advised by the case officer, that he is a long way off considering a decision due to information required from the applicant. The PO needs to have information to counter the applicant's arguments. ABC have a consultant who needs to look into the structure and problems to give an independent appraisal. Covid restrictions currently prevent this. There was to be a new year site meeting, that is now postponed.

The PO has written to the Appellant / Applicant to get photographs from their structural inspection so that ABC's Structural Engineer can try and look them to form an early opinion. The PO is also trying to get the App to give access to the Structural Engineer. He had also written requesting scaffolding to protect the roof as both we and Heritage England (HE) had requested. He has refused on cost grounds. HE also supports the use of an independent structural report. I am writing to Planning to ask what they are doing about it all. The Case Officer is helpful, but enforcement is not his remit. He does consider that the report will also help determine future enforcement action. The worry of course is that every day means further decay of the building. So currently, no further forward.

Boxing Day saw storm Bella hit us and Frogmore, Woodchurch Road was flooded again. Although the levels in the garden were higher than before, action by the family managed to ensure that the doors had enough protection to keep the water outside. Local views are that it had not been as bad as that in 20 years. Correspondence with KCC and ABC has followed.

KALC – There has been a recent Zoom meeting which was held on 6th January and the comprehensive minutes will be circulated soon. There was a lot of information from the Police Chief Inspector who attends the meetings plus information about the forthcoming census.

APPENDIX E

Administration and Conservation

Village Sign, notice boards and entrance signs

- Village sign
- One grant application has been confirmed as successful; £750 paid towards the project by George Sparks, our other ward councillor. Please could it be minuted that the PC extends their gratitude and thanks to George for supporting the project.
- Blackforge have confirmed a delay on the building of the village sign. Sadly, Rod's father passed away from Covid. New completion date provisionally February.
- Village notice boards researched; in progress.

Shadoxhurst Conservation Area Management Plan (CAMP)

- Scope of work document in progress

Administration and Management

- Basic office expenses for the SPC clerk approved - cost shared with Ruckinge.

Actions carried over to next period:

Shadoxhurst CAMP

- Draft scope of work document for the Shadoxhurst CAMP, including timings.
- Seek a quote from Clague Architects.
- Send scope and plan of work to ABC to seek contributory funds and resources to assist.

Village Sign, Parish notice boards and entrance signs

- Agree with BlackForge a date for village sign installation and precise location.
- Review the Parish notice board locations and make a recommendation to improve.
- Challenge KCC to give the go ahead for entrance signs to the village.

Decisions required

- n/a

APPENDIX F

Community and Sports Hall Project Meeting

First meeting held and agreed actions as follows

New project name_Community and Sports Hall

Contact to be made with “Midbrook modular building company, maybe use the Fordcombe model, to establish what they can do for us? By Mid-January 2021

Couch Ashford Borough Council regarding our plans and what approach needed. By early January 2021

To recruit a fund raiser, by end of January 2021

Draft a document to be presented to Villagers outlining our plans and positive ideas, give opportunity for replies and suggestions. By early January 2021 to get final document by mid-January 2021

Next Zoom meeting 19th January 2021 @ 6pm

SHADOXHURST PARISH COUNCIL

RECORD OF PLANNING APPLICATIONS

NOVEMBER 2020 – JANUARY 2021

Decision Notices/Updates received from ABC

| | |
|-------------|---|
| 20/01411/AS | Land and buildings south of Glebe Retreat, Duck Lane, Shadoxhurst Demolition of existing outbuildings and hardstanding and replacement with 3no. residential units with associated landscaping and parking at Glebe Farm, Duck Lane, Shadoxhurst. Refuse |
| 20/01496/AS | Maryville, Bethersden Road, Shadoxhurst, Ashford, Kent, TN26 1LH Proposed alterations and raising of the existing roof, proposed loft conversion, proposed rear extension, internal and external alterations to include flue, balcony and front dormer Permit |
| 20/01419/AS | 6 Oak View, Shadoxhurst, Ashford, Kent, TN26 1AS Demolition of existing rear projection and new rear extension |

| | |
|---------------------------------|---|
| | Permit |
| 20/01475/AS | Land South of Glebe Retreat adjacent, Duck Lane, Shadoxhurst Erection of garage with home office at upper floor (revision to garage approved under planning permission 18/01366/AS) Permit |
| 20/00249/TC Tree Application | Wisteria Cottage, The Street, Shadoxhurst, Ashford, TN26 1LU T1 Oak - Carry out a 1-2metre reduction leaving a height of 6metres. T2 Damson, dead - Dismantle fell. Permit |
| 20/01031/AS | Clarksland, Hornash Lane, Shadoxhurst, Ashford, Kent, TN26 1HT Change of use of office and garage to dwelling house. Refuse |
| 20/00935/AS | Agricultural Building, Woodside Farm, Hornash Lane, Shadoxhurst, Kent Change of Use and Redevelopment of a former Agricultural Building (Cow Shed and Parlour) into 2No Dwellings with Associated Amenity Garden and Parking (partly retrospective) Pending |
| 20/01222/AS | Hornash, Hornash Lane, Shadoxhurst, Ashford, Kent, TN26 1HT Demolition of existing building (Hornash) and replacement with new dwelling. Pending |
| 20/01224/AS | Hornash, Hornash Lane, Shadoxhurst, Ashford, Kent, TN26 1HT Demolition of existing building (Hornash) and replacement with new dwelling. Pending |
| 20/01313/AS | Ravensbourne, Nickley Wood Road, Shadoxhurst, Ashford, Kent, TN26 1LZ Extension and alteration to roof; dormer window to east; side extension to west; changes to facing materials. Permit |
| 20/01287/AS | Little Garth, Woodchurch Road, Shadoxhurst, Ashford, Kent, TN26 1LE Proposed single storey side extension, roof alterations, external material changes and installation of air source heat pump. Permit |
| 20/01266/AS | 1 St Peters Way, Church Lane, Shadoxhurst, Ashford, TN26 1LS Proposed detached dwelling. Refuse |
| 20/01265/AS | Unit 2 rear of, Greenlands, Nickley Wood Road, Shadoxhurst, Kent Replacement of static caravan with new bungalow. Withdrawn by Applicant |

Other applications may be discussed if they are received after the date of publication and Councillors do not consider them to be contentious. Please contact the Clerk for further information regarding application