

THE PARISH COUNCIL OF ST MARGARETS-AT-CLIFFE

Minutes of the Ordinary Monthly Meeting of the above Parish Council held on Monday 14th September at St Margarets Hall, Reach Road at 7.00 p.m.

Present: Cllrs T Porter, A Fielding, E Cooke, R Simcox, C Smith, D Maddison. Apologies for absence received from Cllr Beasley (holiday) and R Fagg (work commitments). County Cllr Steve Manion and District Councillor Keith Morris also in attendance.

Following issues raised during Public Question Time:-

Viv Verren - does the Parish Council have any plans in place for celebration of the Queen's 90th birthday in 2016? Cllr Porter advised that nothing was in place at the present time.

“Could the Parish Council investigate the cutting back of the far end of Kingsdown Road (track) as the verges are encroaching heavily which makes it difficult for dog walkers etc”. It is believed the local farmer does cut back some of this area at the end of the growing season but Clerk will investigate.

Penny Bailey – asked to be provided with email address for new Community Warden – Clerk will provide.

Peter Wells – brought to the attention of the PC that Lower St Margaret's Road/Bay Hill was closed for an event at the end of July – he advised this was the Arts Committee of Deal Town Council and the Bay Trust – felt that PC should be kept advised of any such future events.

1. The minutes for the meeting on 13 th July 2015, having been circulated, were confirmed as a true record and signed.	
2. <u>Declarations of interest</u> None declared on agenda items.	
3. <u>Amended proposals for re-development of Portal House School</u> <ul style="list-style-type: none">• Provided details of revised plans.• Open day event held last month had provided mostly positive feedback on new proposals.• Propose to retain current main building (façade) to lessen impact on the street scene – this to be a consolidated space with further building to the rear.• Current smaller buildings/mobile units would be removed.• Parking for staff and visitors would be at front of school site.• As far as possible rear building would be same height as current historical building.• KCC would hope for the development to be done in two phases, allowing school pupils/staff to remain on site.• Traffic management controls would be in place during phased development.• Access from Chapel Lane to primary school and nursery would be retained, with secure fence erected on Portal House side.• Further open evening to be held Tuesday 22nd September from 4-7 p.m.	
3a) <u>Report from PCSO</u> <ul style="list-style-type: none">• Kerry reported issues, including: problems with traffic build-up in Sea Street/High Street; nuisance youths gathering near the Red Lion; parking in Royston Gardens; criminal damage to horsebox; 2 thefts of motor vehicles in July; one incident of shed broken into; one attempted burglary.	

4. Clerk's Report

- Clerk advised that Cllr Purchase had resigned – this had been accepted by the Chairman and advertisement of a casual vacancy now in train through DDC.
- Clerk advised she was to meet Royal Mail Contract Manager on site on Wednesday 16th September.
- Fence in place at Cemetery – “please close the gate sign” in place. Clerk has written to Revd Fawcett advising that access through to St Peter’s for gravedigger remains at PC discretion.
- Who wants to take over Footpath Walk (which Councillor?) – this will be given consideration – walk set for 18th October.
- CCTV – Mike Parnell at Cricket Club asked if a further camera could be run off the system for the inside of the pavilion – Club had since decided to pursue their own internal camera.
- Two Councillors attended to Dover Patrol service on 28th July – consideration to be given to PC laying a wreath next year.
- Overgrown hedge from village car park reported to DDC – Darren Solly had advised this to be a Kent Highways issue and has been reported to them.
- Several footpath issues reported to PROW – including lady falling on FP from Reach Close to Lighthouse Road due to piece of metal sticking up; fallen tree in Droveaway Gardens near Crossways; Ian Miller dealt with barbed wire in footpath leading into Alexander Field from Kingsdown Road.
- Received a complaint re installation of BT box outside Four Winds – Openreach said they would reinstate.
- Anne Walsh at Granville Road had contacted Clerk re war memorial – it seems National Trust is no longer taking on placing signage to deter overnight campers.
- Following email, it had been confirmed that Mr Miller could purchase spring bulbs for Post Office Corner etc, and contact Mr Lyon re hedge cutting at the Cemetery.
- Clerk advised of need to discuss Precept before December and will place on agenda for October meeting.

Clerk to deal

5. Planning

The following decisions made since July meeting were duly ratified:-

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| DOV/15/00709 | <i>Replace existing flat roof with pitched roof extension incorporating a front balcony, single storey rear extension, upper ground floor front terrace extension with new balustrade –
66 Granville Road</i> | <i>No objections but absence of
Design and Access Statement
unhelpful</i> |
| DOV/15/00723 | <i>Erection of a single storey side (south east) extension –
South View, 20 St Margaret’s Road</i> | <i>Already granted</i> |
| DOV/15/00739 | <i>Erection of a rear dormer window with balcony and two rooflights –
Kingsmead, 3 Sea View Road</i> | <i>Already granted</i> |

- DOV/15/00701 *Erection of 2 detached dwellings, creation of vehicular access and parking (existing dwellings to be demolished) – Anchorage and Collingwood Cottage, Collingwood Road* *No objections*
- DOV/15/00704 *Erection of a detached dwelling and creation of parking (existing workshop to be demolished) – Site at corner of Reach Road and High Street*
No objections to change of use but have concerns re access given close proximity to junction
- DOV/15/00741 *Removal of condition 5 of planning permission DOV/14/00534 – Land rear of Fire Station, Reach Road*
Strongly object – building should meet current standard of Level 4 specified in Dover Core Strategy, not fail to meet Level 3
- DOV/15/00763 *Reserved matters application for approval of appearance and landscaping (details pursuant to outline permission 12/00208) for a detached dwelling - Site at Lindley, Station Road* *No objection*
- DOV/15/00779 *Alterations to porch and installation of three rooflights to the front roofslope – Stillpoint, 19 Granville Road* *No objection*

The following comments were made on the applications considered:-

- DOV/15/00812 *Removal of condition 6 of planning permission DOV/14/00611 (Erection of three dwellings, creation of vehicular access and associated car parking) relating to Level 4 of the Code for Sustainable Homes – Land at Station Road* *Strongly object – buildings should meet current standard of Level 4 specified in Dover Core Strategy, not fail to meet Level 3*
- DOV/15/00781 *Erection of a rear dormer roof extension and insertion of a rooflight to front roofslope – 2 Reach Road* *No objections*
- DOV/15/00843 *Erection of side conservatory extension and associated external stairs – 28 Salisbury Road* *No objections*
- DOV/151/00782 *Erection of single storey front and side extension – Stonecroft, Station Road* *No objections*

Cllr Steve Manion left the meeting at 7.35 p.m.

6. Councillors Smith and Simcox re Proposals for new Website

Cllr Simcox provided brief demonstration of website create by her son George. At present website is free but ongoing annual fee if adopted likely to be £200-£250 for two years.

Cllr Smith had undertaken research of other Parish Council websites, and had sought 3 quotations following advice to those companies of PC requirements in a brief. Following issues were discussed:-

- Importance of content management vs design.
- Does the PC pay for a professional design.
- Quotations received demonstrated various prices, starting at just over £1,000.
- Essential that any new website is able to be viewed on mobile devices.
- The quotations received need to be looked at more closely, together with the Weebly site proposed by George Simcox.
- Cllrs Smith and Simcox will continue to liaise, and will bring back to the meeting in November, with plan to launch in April 2016.

7. Finance and Accounts

The following cheques were passed for payment:-

Mr I Miller – labour/fuel/Registrar fees	£1,137.00
Playsafety – ROSPA inspection	£117.60
The Landscape Group – grasscutting	£506.23
Redstone Com[putters (UK) Ltd – finance software	£42.00
Lynne Hopwood – cleaning	£127.50
Jane Cook – salary	£1,065.50
Jane Cook – expenses	£22.58
H M Revenue & Customs – PAYE/NIC	£193.44
Petty Cash	£7.65
	£3,219.50

Cheques totalling £10,495.25 made since July were duly ratified – involving Affinity Water £46.16; DDC £2,079.34; The Landscape Group £521.00; Mr A Denton £60; Lynne Hopwood £102.00; Mr I Miller £1,061.00; Jane Cook £1,065.50 and £26.81; HM Revenue and Customs £193.44, Stone Farms Ltd £5,340.00.

Cllr Simcox had posted question re replacement or repair of Donkey Springer in Play Area – 13 replies in favour of repair or replacement with similar. Clerk to go back to supplier to see if something similar can be sourced.

Website – quotes etc to be discussed at next meeting.

Clerk to deal

8. Correspondence

- Tracey Purchase – resignation letter.
- Mr and Mrs D Fish – re damage caused by cricket balls – copy of letter went to Club – Club will advise of number of incidents in this respect.
- Penny Bailey – re proposed training/proposed website.
- Mrs V Verren – re Reach Road road markings.
- Ann Clark – KCC Policy & Strategy – re bus shelter grants – to be investigated.
- Mrs T Evans – re footpath off The Avenue – this had been dealt with by Cllr Purchase.

Clerk to liaise with Club

<ul style="list-style-type: none">Chris Oakley – invitation to Tennis Club Open Morning.KALC – re 2015-2016 Council Tax statistics for Parish and Town Councils.Kathy Messenger, DDC Assistant Planner – re loss/gain of local services – Clerk to advise re The Hope Inn.KALC – re campaign re business rates applied to public toilets.KALC – re Chairmanship conference – Cllr Porter will attend next meeting.Richard Fagg – re barbed wire on footpath on Freedown – already reported to Public Rights of Way.Frances Dorsett – re exposed metal on footpath from Reach Close to Lighthouse Road – already reported to Public Rights of Way.Steven Durrige, Clerk to Shepherdswell PC – invitation to talk on Neighbourhood Plan – Cllr Fielding will take forward.Nick and Ann Nettleship – re Bowls Club purchase of new mower asking if PC is able to cover VAT element – this is not possible as machine is for Club’s ownership and use.Adrian Fox, DDC Policy and Projects Manager – re r-designation of Dover Patrol Monument.Jamie Baker KCC Highways – re BT box near Four Winds.Paul Sellick, Openreach Complaints – re positioning of BT box.Miles Thompson – question re cheque to the Landscape Group – Clerk had responded to this.Miles Thompson – re land on junction of Station Road and Dover, copied to Adrian Fox at DDC, together with his response to Mr Thompson. Clerk to advise Mr Thompson that PC at current has no site allocations document and no proposal re housing on this site.Carol Partridge – re public toilets in The Bay referred to DDC.Rebecca Brough DDC re briefing on Operation Stack – Cllr Simcox and Clerk will attend.Penny Bailey – re parking in Royston Gardens/Reach Road and hedge to village car park – Highway matters to be discussed later in meeting.Dover Deal and District CAB – re AGM – Cllr Maddison will attend with Clerk to email details/RSVP on her behalf.Countryside Voice magazine.Letters/email re Beach Road:-<ul style="list-style-type: none">Monica Russell.Chris Little.Jim Stone.Melanie McNeir, Kent Public Rights of Way.Jim Stone + copy of letter received from Paul Carter, KCC.After discussion, it was agreed that Clerk should contact Kent Highways and Public Rights of Way to advise that the Parish Council differs with the view that any part of Beach Road is closed to motor vehicles, as many local people and visitors have used this route over decades.. Clerk to seek advice from Kent Highways and PROW as to what they require for PC to take forward statutory statement in this regard.Richard Fagg – re “track” leading from end of Collingwood Road down into dip and joining track part of Kingsdown Road – this has become dangerous for passing. Raises question as to what PC can do to apply pressure to Kent Highways in this respect.Copy of letter from Mr Parnell of Cricket Club, acknowledging letter from Mr and Mrs Fish.	<p>Clerk to deal</p> <p>Cllr Fielding to deal</p> <p>Clerk to advise</p> <p>Clerk to deal</p> <p>Clerk and Cllr Simcox to deal</p> <p>Clerk to deal</p> <p>Clerk to deal</p> <p>Clerk to deal</p> <p>Clerk to investigate</p>
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- Brenda Paul – re Highway/parking issues, also urging Councillors to take on litter responsibilities and arrange to meet local residents. Clerk will once again check availability of Village Hall, with open meeting to be arranged possibly between 3.30 p.m. and 6 p.m.

Clerk to check

9. **Reports from Councillors/Advisers**

- Cllr Maddison to be added to next agenda re stakeholder engagement.
- Cllr Manion had asked if he could be kept advised of any updates received from KCC on Portal House.
- District Cllr Morris reported that the report on district sport provision had been received and was due to go to Cabinet in November. Advised that District Council may be looking to make a Lottery bid for work in preserving Maison Dieu historic building.
- Cllr Fielding had met with Football Club who had raised the question of splitting the costs of the field/pavilion between the two clubs – namely the Walleys Court mens side and the youth club. Suggestion made that Parish Council would meet costs of electricity, water rates and white-lining of pitch, with the PC to make a monthly charge to both clubs. Invoices for previous year of electricity have been requested and this to appear on next agenda.
- Cllr Cooke had been approached by resident asking if sign could be placed re buses going up Lighthouse (and then having to turn around).
- Cllr Maddison advised that one of the shutters on the King George V Pavilion cannot be lifted and Clerk will investigate having this repaired.
- Cllr Maddison had been approached by Colin Sumner asking that Footpath No 8 be used, as this is starting to be overgrown.
- Cllr Maddison raised the question of installing duck signs in Reach Road to warn motorists of ducks crossing the road.
- Cllrs Cooke and Simcox reported continuing problems with litter bins up near the War Memorial overflowing – Clerk will go back to DDC to see what can be done.
- Cllr Cooke raised the question of a recent “rave” in car park area of Sea View Road – what should be done if this happens again? Anyone seeing such activity should contact the Police as this is a protected site.
- Cllr Cooke raised the question of the erection of a “no through road” sign at the end of The Droveaway.

Clerk to deal

Clerk to deal

Clerk to chase copies of invoices and place on agenda

Clerk to investigate

Clerk to deal

Clerk to deal

Clerk will investigate

10. **Village Maintenance / Matters affecting the Parish**

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| <ul style="list-style-type: none">• Cllr Porter had met with Mr Peter Hudson of The Freedown re trees on verge at end of Kingsdown Road. On investigation Cllr Porter had discovered that given the position of the trees the PC should have an annual inspection undertaken by a qualified arboriculturist to report on condition and obtain advice re cutting back etc. It was agreed that PC would seek such advice and then act on this. Clerk will contact Mark Jones in this respect to obtain quotation. | Clerk to deal |
| <ul style="list-style-type: none">• Discussion took place re various Highway issues – following contact by Cllr Smith Kent Highways had advised that a waiting restriction line opposite the Kingsdown Road site would cost £1,860 + £350 costs for public consultation. IT WAS RESOLVED that a meeting be arranged between Council and Highways to discuss all issues with Clerk to place request in Parish magazine asking residents to report their priorities in this regard. | Clerk to deal |
| <ul style="list-style-type: none">• Mr Simon Brown had requested a memorial bench in respect of his late father on the Madge Field. Although there is one space left at this spot for such a bench, Clerk to raise the question with him of an alternative memorial. | Clerk to deal |
| <ul style="list-style-type: none">• Following publishing of agenda, Clerk had received quotation from R C Claringbould & Sons re replacement store cupboard at King George Pavilion following break in, this at a cost of £465 + VAT. Clerk asked to seek an alternative quote in this respect. | Clerk to deal |
| <ul style="list-style-type: none">• Re rabbit control at Cemetery – Clerk to contact Mr Luckhurst re control visits over the winter period. | Clerk to deal |
| <ul style="list-style-type: none">• It was agreed that Mr Miller could purchase lavender plants for Post Office Corner and hydrangea plant for bed near Best Kept Village bench. | |
| <ul style="list-style-type: none">• Christmas tree – following resignation of Cllr Purchase, question of another Councillor taking this on was raised. If necessary Mr Miller can arrange to source – possibly donated but if not, purchase will have to be made – this was agreed. | |

There being no further business, the meeting closed at 9.50 p.m.

Confirmed:

Chairman

14th September 2015