

THE PARISH COUNCIL OF ST MARGARETS-AT-CLIFFE

Minutes of the Annual Meeting of the above Parish Council held on Tuesday 4th May 2021 at 7pm.

Given the current lockdown situation with Covid19 virus, this meeting was undertaken by Councillors and Clerk via Google Meets.

Present on Meet: Cllrs Rebecca Simcox (in the chair), A Newton, A Fielding, P Blake, J Harris, C Smith, S Creed, T Gilham together with Clerk. Apologies for absence received from Cllr George Simcox (study leave). District Cllrs Oliver Richardson and Martin Bates also in attendance. Apologies received from County Cllr Steve Manion.

Also present members of public, including Talina and Brendan Wells, Lesley White, Philip and Emma Sadler, Margaret Davis, Christian Davis, Mr Cox-Freeman, Jenny Whitaker.

Issues raised by public:-

- None raised ahead of meeting.

1. <u>IT WAS RESOLVED</u> that Cllr Rebecca Simcox be elected as Chair of the Parish Council for the year 2021-22.	
2. <u>IT WAS RESOLVED</u> that Cllr Anna Newton be elected as Vice Chair for the year 2021-22.	
3. <u>IT WAS RESOLVED</u> that Cllrs Newton and Harris be elected as representatives to serve on the Dover Area Committee of the Kent Association of Local Councils for the year 2021-22.	
4. <u>IT WAS RESOLVED</u> that Cllr Fielding serve as a representative on the Village Hall Management Committee for the year 2021-22.	
5. <u>IT WAS RESOLVED</u> to appoint Jane Cook (Clerk) as the Responsible Financial Officer for 2021-22.	
6. <u>IT WAS RESOLVED</u> that the following subscriptions be agreed for the year 2021-22:- Kent Association of Local Councils Campaign for Protection of Rural England Fields in Trust Kent Wildlife Trust Kent County Playing Fields Association <u>IT WAS RESOLVED</u> that the Parish Council would continue with the payment of £5,000 for the year 2021-22 to the White Cliffs Countryside Project in respect of ongoing management of the South Foreland Valley.	
7. The minutes of the Parish Council meeting of 12th April 2021, having been circulated to all Councillors, were confirmed as a correct record of the meeting.	
8. There were no declarations of interest on items on the agenda.	

9. **Reports from Councillors (and report from St Margarets Bay Conservation Association)**

- District Cllr Martin Bates provided following report:-
 - Road map re Covid / vaccination update.
 - Details of polling station rules at elections on 6th May.
 - Update on current Veolia recycling and waste collections - many problems following start of new system, with a lot of St Margarets residents suffering non-collection of bins for several weeks. These problems have been widespread throughout the Ward. DDC liaising at highest level with Veolia to resolve current issues. He asked to be kept updated if problems persist. Cllr Smith raised question re DDC agreement of new contract and monitoring of this, asking if contractors can be penalised - this is being investigated by DDC.
 - Cllr Bates has called in planning application “non material” amendments re 36 and 38 The Droveaway. Expected to go before Planning Committee around 24 June.
 - Pothole in Bay car park, problems reported by PC in relation to groynes in the Bay - DDC Officers to agree what action is required.
 - Litter bins in the Bay - Roger Wragg to return to Cllr Bates in this regard
 - Parking in the Bay - although DDC advise that all statutory notifications were given, there are no signs left in the Bay re the introduction of charges earlier in the year. Cllr Richardson agreed to take forward the proposal of replacement signs re charges.
 - Church wall - being dealt with by DDC in liaison with resident.
 - Developments in Bay Hill / tree removal - various issues being dealt with through DDC / enforcement officer. Cllr Peter Blake emphasised the problem created by removal of trees alongside Bay Hill - Cllr Bates will raise with County Councillor. Clerk to email details to Steve Manion.
 - Traffic congestion on Upper Road - Cllr Bates in liaison with Kent Highways and Police re issues - suggestion re extension of double yellow lines. Cllr Simcox advised that recent double yellow lines installed are not being enforced - Cllr Bates will take this forward.
 - Re PC Planning Section 15 complaint on White Cliffs Hotel - Councillors will meet with Cllr Bates and Richardson on 10th May at 6.30 pm.

Clerk to advise
Cllr Steve Manion

Councillors to
note

St Margarets Bay Conservation Association

- Mr Brendan Wells provided brief resume of proposals / reasoning behind the formation of the Association (set out in terms of reference provided to Parish Councillors last month and attached to these minutes).

- The main aims of the Association surround the protection and enhancement of the Conservation Area, with particular reference to planning matters.
- District Cllr Oliver Richardson agreed to keep in contact with the Association.
- It was agreed that Cllr Tony Fielding would be a liaison point for the Parish Council, providing a link between the two.
- SMBCA will now proceed as proposed in document discussed. There is nothing in the document that commits the Parish Council to minimise its powers at all. As a statutory body the Parish Council will be consulted on all planning applications but will note comments / information put forward by the Association.

10. **Clerk Report**

- Have contacted Playforce re ROSPA inspection - there is a 8 to 10 week lead-in time - they will contact us nearer the time - have requested an accompanied visit.
- Have not heard anything from Cricket Club re cleaning of toilets - have not paid anyone as yet until confirmation received. It was confirmed by Cllr Rebecca Simcox that Jean Parnell is currently undertaking this task.
- Councillors will have seen resident report received re rota bouncer - Cllr Blake cordoned off and is in contact with company.
- Re 21/00399 re removal of beech tree - DDC advised this has been treated as invalid with further information awaited (Carmel Cottage).
- Groyne in Bay - Councillors will have seen response from Keith Watson.
- VE Day grant information provided to KCC re Members Grant.
- Response to DDC re White Cliffs Hotel proposal - reference to Chair by agent has been asked to be redacted.
- DDC technical problems with Planning / general website - reported to District Councillors and Head of Planning aware.
- Peter Wells reported man removing flint in South Foreland Valley - not permitted due to its status as SSSI site.
- Further email sent to David Hannent re Bay Trust - reply recorded. Clerk to respond to Mr Hannent asking if Trustees are aware of PC desire to meet, and whether Trust Board meetings are being held (and are open to the public).
- Church footpath - stones - disabled resident raised a complaint. On checking this surface has been in place for around 3 years.

Clerk to monitor

Clerk to seek bank details

Clerk to deal

- AGAR paperwork for 2020-21 now with external auditors PKF Littlejohn.
- Court appeal re ongoing remote meetings for Parish Councils was unsuccessful.
- Clerk advised, following discussions, a credit card with limit of £1,000 had been requested via Lloyds Bank.

Clerk to monitor response

Clerk to monitor progress

11. Planning

The following comments were made on the applications considered:-

- DOV/20/01563 Erection of two storey side extension, single storey rear extension, porch canopy, first floor roof extension with 2no. dormer windows and 5 no. rooflights, flue to side extension, balconies with glass balustrades to front and rear elevations, alterations to doors/windows, external cladding, erection of rear retaining wall and extension to side path (existing porch, side facade, rear retaining wall and shed to be demolished) -
Sunnymede, Nelson Park Road *Raise objections as development is incongruous in its position in AONB; previous CIG pictures were misleading*
(Cllrs Newton and Creed abstained)
- DOV2100455 Erection of single storey side and rear extensions with 2 no. rooflights, replacement roof, windows and doors, re-rendering external walls, balcony with glass balustrade to first floor, front elevation steps with glass balustrade to ground floor front elevation, Juliet balcony to side elevation, steps to front and rear garden, rear retaining wall, front boundary wall, timber bridge and raised terrace (existing rear extension to be demolished) -
Ashpoint House, 3 Lighthouse Road *No objections*
- DOV/21/00487 Erection of 1.83m fencing to front boundary -
Royston, Reach Road *No objections*
- DOV/21/00567 Variation of Condition 2 (approved plans) to incorporate design changes of planning permission DOV/17/01137, including increased height to garages, retaining wall to parking area, amended landscaping, relocation of pedestrian steps, amended siting, flat roof to rear projections, amended windows to front and rear elevations, increased building height, increased eaves height, addition of chimney stacks (part retrospective) (application under Section 73) -
Larkspur, 36 and 38 The Droveaway *Strongly object to any changes which increase height of property - original report of Planning Officer should remain pertinent. Existing garage should be demolished to lower height and to be built in line with proposed dimensions.*
- DOV/21/00507 Erection of a raised summer house -
White Cliff Cottage, The Front *No objections*

DOV/21/00615 Variation of Condition 3 (balcony, obscure glazing) of planning permission DOV/20/01196 to replace obscure glazing with timber screen (application under Section 73) -
Seamark, 9 Salisbury Road *No objections*

Clerk was delegated to deal with following applications, received since publication of the agenda:-

DOV/21/00618 Erection of a single storey rear extension (existing conservatory to be demolished) -
Merry Lea, St Vincent Road *No objections*

DOV/21/00650 Erection of a single storey infill side/rear extension with 1no. roof lantern, insertion of window to front elevation, and garage conversion -
Serendipity, Collingwood Road *No objections*

DOV/21/00669 Variation of Condition 3 (opening times) to allow changes to times of planning permission DOV/18/01078 (application under Section 73) -
1 The Droveaway *No objections*

Cllr Smith advised that the following applications had been approved: Daleside, Bovine Lodge, 31 Salisbury Road, Olive Ridge, Bleak House, South Goodwin \House, Pauldene. The application for Jean, St Vincent Road had been turned down on grounds of lack of privacy (PC raised no objections).

12. Finance

The following payments were approved:-

KALC - Course for Clerk	£42.00
P Haste - plumbing repairs at KGV Pavilion	£247.30
Google Ireland - monthly direct debit	£41.40
Castle Water - water rates bill for KGV Pavilion	£12.93
Zurich Municipal - annual insurance	£2,765.32
NEST - Clerk and PC contributions	£205.88
R Purchase - April invoice	£1,074.40
Jane Cook - April salary	£1,253.97
Jane Cook - office expenses/equipment	£67.04
HMRC	£265.72

Receipts:-

Precept	£89,648.13
Cemetery fees	£250
Grazing fee	£1,000

£5,975.96

13. Correspondence

- KALC CEO Bulletin April 2021 (court challenge re remote meetings).
- Chris Little re clearance days.
- Martin Hunt via Mr D Trotter re tree work in Klingsdown Road together with further email forwarded from Mr R Russell re tree work - now dealt with.
- Transition update from Roger Gough / Michael Payne, KCC.

- St Margarets Bay Conservation Group - terms of reference.
- Mrs M Russell re work in the Bay - dealt with.
- Steve Manion re symptom-free Covid testing sites.
- KALC - Local Government Bulletin 19 April.
- Mr M Sawyer, resident of Mermaid Cottage re current works - Chair had spoken to Mr Sawyer and had resolved any suggestion of intrusive visit by alleged Councillors.
- Mr R Hall - (by post) re problems for Coastguard/RNLI and suggestion re 20mph limit. Cllr Blake had spoken with Mr Hall and had placed a temporary sign in the Bay re tide changes. Cllr Simcox agreed that she would re-engage with RNLP rep re possibility of a daily information board (PC could purchase) to show tide times.
- Kent Film Office re Ness Point.
- Tim Read, Head of Transportation KCC re Gridlock Group. Cllr Fielding advised it may be necessary to go back through MP Natalie Elphicke to take proposals forward.
- Mr D Hannent - response re email relating to Glebe Field.
- KALC - Local Government Bulletin 23 April.
- Roger Walton DDC - email with apologies for current position with waste collections and recycling.

14. **Reports from Councillors**

- Cllr Newton made the following report on the South Foreland Valley:-
 - Steel wall in gun magazine now in place - doing the job well and looks rock solid. Invoice to be sent to the Clerk in due course.
 - Jon Barker of N|T - work on collapsible bollards to be done within the next couple of months - ER40 near Lighthouse and at Lighthouse Road gate.
 - Permission granted by Natural England for up to 6 benches - question raised as to whether wood from the Valley could be used to make simple seats. Cllr Newton to seek quotations from Harmers for metal gates.
 - Report received from WCCP - chalk grassland field (Lighthouse Road field) - bank next to steps continues to be tidied. Cut branches are dragged to the bottom of the slope to take to the bonfire site or made into wildlife habitat, Pines field - cotoneaster has continued to be mowed on bank around the juniper plants (invasive and non-native plant and needs controlling in SSSI). WCCP continues to work with volunteers - new protective cages made for small juniper trees. Juniper is in rapid decline in the wild. 7 Dexter cattle are now grazing the Central Field. Permission given by Natural England for spraying of hemlock.
 - DSS moved two lots of campers from the Valley and stayed on site during installation of the steel wall.
 - Cllrs Newton and Rebecca Simcox are to meet with Jon Barker to discuss possible signage on risks associated with entrance to magazine.

Clerk to deal

Cllr Newton to deal

- Cllr Gilham re Reach Road Pond - hope to install a silt trap in the pond in next two weeks. Will then look at types of liner which could be used - although the original liner is working to a fashion, a new one will be required. He is to contact the water company to ask for a standpipe for the initial filling of the pond - this is temporary and will be removed. The question of landscaping can then be looked at. He advised that the fencing around the edge is starting to rot - he believes any new fencing should be with concrete posts, in order that any future replacement panels could be slotted in
- Football Clubs had been spoken to re moving the defibrillator at the Alexander Pavilion to the outside of the building - they are concerned that it may be vandalised. To be held in abeyance for time being. Cllr Harris agreed to be liaison point for Clubs with Cllr Fielding.

15. **Village Maintenance / matters concerning the Parish**

- Playing Field inspection undertaken by Cllr Blake - supplied to Councillors. He is in liaison with various of the play companies; Playdale believe the problem with the swing frame can be sorted out; also in discussion re the rota bouncer.
- Cllr Blake to seek quotation for surfacing of the whole play area.
- Cllr Creed advised that some members of the Cricket Club are unhappy with the proposal re a path around the edge of the King George V Field (believing it to be concrete). Cllr Blake advised he had been in liaison with Club Secretary and Mr Parnell and a soft path would be the idea. Cllr Blake will pursue this proposal.
- Cllr Harris asked if the weeds at the back of the Alexander Pavilion could be cut down - Cllr Blake will speak to Ross Purchase.
- Cllr Harris asked if a new bench(es) could be placed at the Alexander Field - Clerk will seek prices for benches of recycled materials.
- RE cessation of remote meetings - it was agreed in principle that the next Parish Council be held on 21st June, beyond Covid measures in place. Clerk will check to see if Hall is available.
- Gridlock Goup - Cllr Fielding will take forward contact with MP Natalie Elphicke.
- Following a recent emergency in the Bay area with a serious heart attack, local resident would like to provide a donation to the Parish Council towards the purchase of a new defibrillator. This would be placed at First Light Cafe - Parish Council to purchase and remain responsible for this asset. Cost likely to be £1,800 including installation.
- Clerk asked to place question of CCTV as a main agenda item for June.

Cllr Blake to deal

Cllr Blake to deal

Clerk to deal

Clerk to deal

Clerk to deal with purchase

Clerk to deal

There being no further business, the meeting closed at 9 p.m.

St Margaret's Bay Conservation Association (SMBCA)

Terms of reference:

1. To review, assess and make recommendations to Dover District Council (DDC) on planning applications and other matters referred to the Association and, in particular, whether such applications etc. may affect the character or appearance of the Conservation Area as per the attached plan.
2. To review, assess and make recommendations to the DDC in its conservation area character appraisals, or policies, for the preservation and enhancement of the St Margaret's Bay Conservation Area.
3. The objective of a conservation area is to preserve its intrinsic character that makes it so appealing and worth conserving. St Margaret's Bay has a fascinating history, is in an area of outstanding natural beauty and forms part of the Heritage coast which stretches from Dover to Kingsdown. In addition, the Conservation Area is nestled in a Site of Special Scientific interest (SSSI). The landscape and environs of the Bay are of particular concern to SMBCA, as the Bay's open landscape defines its aesthetic appeal. The spaces between buildings, within the Conservation Area, are one of the factors that give the Bay its special significance. In this part of southern England there are very few areas which possess this character, not to mention its unique position on the White Cliffs. Posts on social media has resulted in a greater number of visitors.
4. Access to the Bay is a major concern to the Association. Bay Hill is the only adopted traffic route to the Bay. Traffic flow has increased significantly in recent years and this has led to not just increased noise throughout the village but an increased risk of injury to visitors and residents alike. As a consequence, initially there will be major focus on road safety on Bay Hill, particularly as regards the safe progress of pedestrians who, on account of mobility issues or children in pushchairs, have no alternative but to walk along a narrow, busy roadway that has dangerous hair-pin bends and, at times, speeding traffic. In addition there is a complete absence of pavements on the entire length of Bay Hill.
5. There will be also a specific focus on trees and flora within the bay area having regard to the increased cutting back of trees and hedges by developers and residents

Membership and constitution

The following SMBCA membership and procedures have been agreed by the joint chairs:

1. The Association will have a management committee which will reflect a cross-section of local people to ensure there is a diversity of interests and objectives.
2. All SMBCA members must live in the Bay Conservation area. There should be a maximum of 20 members to allow the group to function efficiently and effectively. However, this will be reviewed from time to time and at least annually.
3. SMBCA will advertise for new members when places become available and new members would be chosen by the committee on the basis of their potential contribution to the work of the Association.
4. At least one member of SMBCA must be or have been a member of the Royal Institute of British Architects (RIBA);
5. At least one member of SMBCA must be or have been a member of a professional technical body related to property, land or planning;
6. At least one member of SMBCA must have a detailed knowledge of the history of the Bay;
7. At least one member of SMBCA must have been resident in the Bay Conservation Area for 10 years or to have been be a former long-term resident;
8. At least one member of SMBCA must have a formal scientific background with specific knowledge of trees and flora;
9. At least one member of SMBCA must have a formal legal background to advise SMBCA.
10. Appointments to committees of SMBCA shall be for a period of four years, but may be renewed after that period.
11. The names and addresses of all SMBCA members shall be held by the council for reference in accordance with any Data Protection rules that may apply from time to time.
12. SMBCA shall elect a chair(s), a vice chair and a secretary to serve for a minimum period of one year.

13. The name of the chair(s), along with a general contact for each SMBCA member shall be included on the SMBCA webpage on the council's website;

14. The Management Committee has the ability to co-opt specialist professionals as required. Thus it is recommended that the Tree Warden for St Margaret's and the Principle Heritage Officer for DDC are invited to join the group.

15. SMBCA will liaise on a regular basis with the elected Councillors within the St Margaret's constituency.

16. Strong links will be established between SMBCA and the St Margaret's Parish Council, especially specialist groups, such as the Gridlock Group. Due to the pressure on the parish council's time this will be done on an 'arm's length' basis

Procedures

1. Meetings of SMBCA shall be held at least monthly. The date and timing of these meetings to be agreed with a view to sufficient time being allowed for any reports being made to the Parish Council for its regular meetings.

2. A quorum of at least one third of the members shall be required for SMBCA meetings. Meetings can be physical or by electronic means.

3. Matters shall be decided by a simple majority vote of members present. The chair shall have the casting vote where agreement cannot be reached.

4. The SMBCA does not fall within the definition of a committee or sub-committee as contained in Section 102 of the Local Government Act of 1972. Thus meetings of the SMBCA are not automatically open to the public and the press. However, to ensure transparency, meetings shall be open to the public for observation only, with no right to speak.

5. The SMBCA may invite applicants and other parties involved in proposed developments to the meetings to explain, or clarify their proposals. It is important to note that the SMBCA will be a consultee in its own right and will be entitled to form its own views on the matters upon which are invited to comment on.

6. Representations from SMBCA on planning applications should be submitted online. Planning application comment forms and all comments from the Association on a planning application must be set out in adequate detail. If the SMBCA objects to an application they must clearly identify the reasons why the proposal is harmful to the character and appearance of the Conservation Area and why they are of the opinion it is not in accordance with the council's development plan or planning guidance.

7. SMBCA comments shall be put forward to the planning officer who is responsible for the assessment of the planning application for the same to be taken into consideration and recorded in the officer's report.

8. Where the SMBCA has objected to an application and this objection cannot be overcome and the recommendation is approved, SMBCA will request that this application shall not be determined under delegated powers, but will be considered by the relevant council planning committee. The SMBCA will also request that it be given the opportunity for its representative to address the Planning Committee Meeting on behalf of its members.

9. Members of the SMBCA shall not be remunerated for their participation in the activities of the Association. Any expenses which may need to be incurred will have to be approved in advance by the Management Committee on submission of estimates or other documents and confirmed in writing as having been approved

10. If any member of the SMBCA has any pecuniary or personal interest, direct or indirect, in any planning application, or other matter before the StMB, that member shall declare their interest,

withdraw from the meeting while the matter is under consideration, and this should be noted in the minutes.