Ospringe Parish Council

The Parish Council meeting was held on Wednesday 20th May 2020. Due to the COVID 19 situation and the change in regulations to allow Parish Councils to hold virtual meetings this meeting was held and accessible to councilors and the public via Zoom.us website using the meeting ID: 891 5801 6628 Password: 587293. The meeting commenced at 7.35pm

Present:

A Keel – Chairman

B Flynn –Vice-chairman

R Simmons

C Elworthy

H Williams

Cllr A Bowles

K Lockwood Clerk

Apologies:

A Greason

J Dean-Kimili

Cllr D Simmons

# 040/20 Dispensations

Cllrs J Dean-Kimili, A Greason, H Williams, R Simmons, C Elworthy, B Flynn and the Chairman A Keel have been granted dispensations to deal with matters relating to the setting of the precept.

# 041/20 Public Participation – The owner of Oaks Cottage was in attendance until conclusion of the discussion

# about the planning application for Oaks Cottage.

# 042/20 Signing of Minutes

All were in agreement for the Chairman to sign the Minutes as a true record of the business transacted at the Parish Council Meeting held on 4th March 2020.

# 043/20 Matters arising

PFCA – Community Hall:-As requested, the Chairman had attended the Swale Planning Committee meeting and spoken on behalf of the parish council, reiterating the council’s position and views. The Planning Committee had decided that a site visit should take place to assess the proposed location of the building on the site but it had had to be postponed due the COVID 19 situation. There was no further update.

19/506013/OUT Brogdale Collections planning application for a new visitor centre:- The neighbours at Brogdale Farm cottages had not received notification of the planning application. **Action: The Chairman is to follow this up with the planning officer.**

Highway Matters: - It is hoped that white lines will shortly be painted out at the Plumford Lane junction. The gully situation at the bottom of Dark Hill had improved. Nothing had been heard from Andy Watson about the improvement of the passing bay along Porters Lane. A pothole had appeared at the corner of Painters Forstal Road opposite the stables.  **Action: Chairman to follow up with KHS.**

Highway Drainage on the Brogdale Road:- A new gully had been put in adjacent to the entrance to Perry Court. It is hoped that this will stop the problem of water running down on to Brogdale Road. Roadside markers to stop traffic driving on the verge had not yet been put in place. **Action: Chairman to follow up with KHS.**

Lighting: - There had been a problem with the some of the new LED lamps not working. Ken Bonner was waiting to hear from the suppliers.

The removal of vegetation on the lamp outside the Moskovits’ house had been carried by the maintenance company and the council had received invoice and paid for the work.

Cllr H Williams reported that he was in the process of looking at companies who might provide a streetlight maintenance service and better value for money than the existing provide .

**Action: The Chairman to look out the contract with the existing maintenance company**

**Action: The Chairman to check whether the UKPN work for the new supply to Column L is contestable.**

Playground equipment: Wicksteed had planned to start installation of the new climbing frame in May but this work had been put back with no definite date for the work to be started due to the restrictions of COVID 19. As a result the cheque drawn at the March meeting had been cancelled.

**Action: The Chairman to follow up with Wicksteed to progress**

**Action: Chairman to contact playground repairer regarding the safety matting.**

The Chairman had placed signs at the Playground advising it was out of use, in line with official guidelines in place, due to COVID 19.

GDPR:- Cllr C Elworthy had set up parish councillor specific emails accounts. It was acknowledged that if possible the Clerk should retain the Gmail account which is set up to store data/records on Google cloud and contains important email history.

Website Accessibility:- Cllr B Flynn had been in contact with HugoFox who had confirmed that the website met new accessibility requirements.

Gypsy and Traveller issues:- The Chairman had yet to receive a reply to his email from the enforcement officer about G & T matters. **Action: Chair to contact Cllr David Simmons about the Swale BC’s resources in the Enforcement department and lack of action.**

Rural Lanes:-The parish council agreed that they would like move forward with obtaining advice from an independent highways consultant. Cllr B Flynn had been in contact with a Sittingbourne consultant and had received guidance on costs. There was a short discussion in relation to Porters and Plumford Lane whether one should be prioritised over the other or whether the parish council should seek advice about the rural lanes as a whole, keeping in mind cost implications. It was agreed that Cllr B Flynn should contact some other consultants but that any commitment to hiring a consultant should wait until traffic is back up to standard levels. It was acknowledged that the expenditure was out of budget but money could be taken from reserves. **Action: Cllr B Flynn to compile a list of 3 independent Highways consultants and make contact with them**

Maison Dieu:-The parish council would like to maintain a position on the board of Trustees.

**Action: Chairman to contact Rev Penny Fenton.**

Litterpick:-The original date had been cancelled by Swale BC. Swale had advised that it would now be held in September but confirmation is awaited.

Standing Orders & Financial Regulations:- The Chairman and Clerk to discuss

# 044/20 Finance

Energy bills:-Direct Debit

1st Oct 2019 – 31st Dec 2019 £228.06 including VAT

1st Jan 2020 – 31st March 2020 £225.09 including VAT

OPC Current Account

Payments for approval retrospectively due to no April OPC meeting as a result of meeting restrictions due to COVID 19.

Chq no 1462 VOID

Chq no 1463 To KALC 2020-21 Subscription £314.02 including VAT

Chq no 1464 To Streetlights for pruning/clearance work, removal and disposal of cuttings Column B, Brogdale Road £249.00 including VAT

Chq no 1465 To DM Payroll Services Ltd £67.00

Chq no 1466 To BHIB Ltd for Insurance £410.64

Payments for Approval: -

Chq no 1467 To K Lockwood reimbursement for purchase of Zoom meeting subscription for May only £14.39

Chq no 1468 To Information Commissioner for Data Protection Fee £40.00

Chq no 1469 To Lionel Robbins for 2019-2020 Internal Audit £100.00

Chq no 1470 To Streetlights 1st Quarter Maintenance contract £236.87 incl VAT

Receipts: - Swale BC has sent notification that the first half yearly instalment of the lighting grant £715.00 and the Precept £3,750.00 has been raised on 6th May 2020.

Allotment Account

Payments for Approval retrospectively due to no April OPC meeting as a result of meeting restrictions due to COVID 19.

Chq no 0329 To St John's College for Allotment rent £500.00

Chq no 0330 To Linden Services for new Allotment fencing and removal of existing fencing £5,470.32

Chq no 0331 To T Hoile Honorarium £300.00

Payments for Approval: -

Chq no 0332 To A Keel postage/printing/stationary – Chairman’s expenses £95.00

Chq no 0333 To Mr Fix It for servicing the mower £163.31

Chq no 0334 To Tony Hoile for grass/hedge cutting/tidying the track/move trees (£200.00) and assistance with fence installation (£100.00) Total £300.00

The council agreed to pay the Clerk for 20 hours’ additional work for the increased workload required due to the Lockdown restrictions to ensure that necessary documents were provided to the Internal Auditor who had had to carry out the review remotely. Additionally, the Clerk had had to devote considerable time to learning and setting up remote meetings via Zoom and coordination with councillors. Councillors thanked the Clerk for the work she had done in these regards.

# 045/20 Risk Assessment review/approval for 2020

The Risk Assessment had been reviewed for the current year. All agreed that the existing document was still fit for purpose notwithstanding that it made no direct provision for the implications and effects of Covid-19 and **it was resolved to** approve the Risk Assessment for 2020.

# 046/20 Accounts 2019/2020, Annual Governance and Audit

Internal Audit 2019-2020. The Internal Auditor Lionel Robbins had carried out the internal audit. The Clerk had sent all necessary paperwork and records electronically in order for the Internal Audit to be carried in line with social distancing requirements due to COVID 19. The Council considered the Internal audit report - Statement of Internal Control for the year ending 31st March 2020 as signed off by the internal auditor and part of the Annual Return.

The Council is required to allocate or reallocate funds held on reserve having regard to imminent as well as anticipated or prospective future expenditure. The council **considered and agreed** that expenditure from reserves would be needed for both allotments and general matters – significant expenditure is likely to be required for further fencing works, allotment track repairs, creation of new allotments, hedge planting along allotment boundary, as well as ongoing playground repairs and improvements, repairs to and renewal of lighting, in addition to other potential community projects. The Council noted that year-end bank balances do not take account of the pre-year-end commitment to purchase the climbing frame nor the allotment fencing works, whilst at the same time the grants from Bensted’s Charity and David Simmons’ Member’s Grant totalling £1,500 have already been banked.

(i)The **council resolved** to exempt itself from a limited assurance review by the external auditors for 2019-2020. The Chair, and then the Clerk signed the Certificate of Exemption form.

(ii)The Parish Council reviewed and considered the Annual Governance Statement in the annual audit form and discussed the internal audit process and financial risk assessment. It was agreed that annual governance, internal auditing process and financial risk assessments had all been successfully completed and no changes to the processes in place were currently required. The Chairman and Clerk had also in 2020 reviewed the risk assessment scheme (as adopted by the Parish Council) and it was agreed that no changes were required to Council processes.

After considering the Annual Governance statement the council **approved by resolution** the Annual Governance Statement (section 1 of the Annual Return) and it was signed by the Chair, and then the Clerk.

(iii)The council then considered, and **approved by resolution** the Accounting statements (section 2 of the Annual Return) which was signed by the Chair on behalf of the council. The Responsible Financial Officer (RFO) had signed the Accounting statements for the year 2019-2020 prior to the meeting.

(iv)The end of year Bank Reconciliation was signed by the Chair, and then the Clerk/RFO.

(v)The council agreed the Explanation of Variance form, and Explanation of High Reserves form.

The Clerk had previously circulated to all councillors a copy of the audited accounts, audited Bank Reconciliation as at 31st March 2020 and Internal Auditor’s narrative report.

# 047/20 Planning

**Planning applications for consideration:**

20/501829/FULL Oaks Cottage Abbots Hill Ospringe Faversham Kent ME13 0RR. Replacement of existing workshop and outbuildings, with three stables boxes, hay and feed store. The applicant responded to comments and concerns raised by councillors.

The Council responded to Swale as follows: we find the proposed building to be more attractive than the existing structures, although we note that the new footprint is larger than then the original (providing for four stables and ancillary rather than three as described) and the roof is approx 1/2 metre higher.We would prefer to see the stable cladding materials to be dark stained.

We would like to see taken into account any issues arising from smell and waste including liquids from the proposed use given the location adjacent to the boundary addressed, and for any concerns of the neighbours about the proposed structure's proximity to the boundary. In addition, we would want to see close compliance with Swale Borough Council's supplementary planning guidance on stables etc and the Ospringe Parish Design Statement, when this application is considered.

We would wish to ensure that the extent of the red edging denoting the limits of the site kept so that it does not encroach on any land presently designated or used as domestic garden or agricultural/grazing.

In particular, we would want to see planning conditions placed for any consent so that the buildings and site are restricted to the private use of the owners of Oaks Cottage and not for any commercial or third party usage including livery or diy livery.

20/501943/FULL. 1 Little Kennaways Stalisfield Road Ospringe Faversham Kent ME13 0AB. Erection of a two storey boat shed at the rear of garden in location of former shed and greenhouse. We comment as follows: we have no objection. We find the design to be in keeping with the property, but we would wish to see a planning condition placed on any consent which precludes usage of the building for residential purposes.

20/501936/FULLLand At Perry Court Local Centre (Plot 4) Tettenhall Way Faversham Kent ME13 8XN. Erection of a retail terrace (Classes A1, A2, A3, A5 and D1). We comment as follows: we feel that the location of the proposed retail terrace is a sensible one rather than elsewhere on the Perry Court site.

20/501715/FULL Land At Perry Court London Road Faversham Kent ME13 8RY. Erection of 58 residential dwellings including associated landscaping, access and infrastructure, and the realignment of drive and parking for the Oasthouse. we comment as follows: we strongly object to the application for an additional 58 dwellings on the Perry Court site. We feel this is a disingenuous move by the developer as there was no indication of an extra 58 dwellings in the plan for the original application.

We feel that the proposed development will further compound traffic issues. We feel the GTA transport assessment carried out significantly underestimates the traffic numbers likely to be generated and therefore the impact on the local roads, and that the data used and the conclusions which the report draws should be forensically queried. Traffic congestion and pollution already severely impact the rural lane network, the Brogdale Road, the Brogdale Road/A2 junction and the A2/A251 junction, and this proposed development will add to this. Pollution from vehicles, and the impact on air quality, is already a major issue nationally and a concern locally.

The parish council has been consistently concerned at the capacity of the Brogdale Road/A2 junction, and is not satisfied that the recent works on the junction are sufficient. We remain adamant that the projected traffic flows used for the criteria for the junction significantly underestimated future traffic volumes. Not all of the then extant planning consents were taken into account (or the anticipated increase in traffic from them was not fully appreciated or taken into account). Moreover, the data did not include increases in traffic volume arising from changes in land usage further afield such as Willow Farm – both the equestrian centre or the industrial /wholesale/retail activities there. A further 58 dwellings will add to the pressure on this junction, even if some of the traffic will enter and exit via the A251.

The generation of extra traffic on the rural road network in the area should also be assessed and quantified before a decision on the application is made.

We are concerned about the impact on the Oast House and existing properties in terms of the loss of open space surrounding them if the new development were to go ahead.

We note the comments made by Mr Hayes about the increased density of the proposed development in comparison with the existing Perry Court development.

The development also appears to restrict the north-south pedestrian/cycle link which currently exists from the houses for which planning permission has already been given and the A2, being part of the route of the public footpath. Sustainable pedestrian and cycle links to the town and the station are important and were promoted by the developer at the time Perry Court was given outline consent.

We are also mindful of the implications of the proposed new development on the facilities predicated in the original S106 agreement which could potentially be overstretched if they were not expanded. These include medical and educational capacity, already under pressure from other development in and around Faversham. Appropriate increases in these facilities or payments in lieu should be required if this development were to be approved

Residential/Care Home at Syndale Park .

The parish council had been notified that a proposal had been put to Swale BC for a Residential/Care Home at Syndale Park. Action: Clerk to invite a representative making the application to the next virtual meeting. **Action: The Chairman to circulate information about the previous application.**

Gypsy and Traveller appeal in Elverland Lane.

The parish council had been notified about the following Gypsy and Traveller appeal in Elverland Lane.

Swale BC ref 20/500037/ENF. Planning Inspectorate ref APP/V2255/C/18/3202648 Appeal against Enforcement Notice Non-compliance of condition 2 of planning permission 15/505252/FULL granted on 30.09.15, which required cessation of the residential use of the Land as a caravan site and for all caravans, buildings, structures, materials and equipment brought on to the land, or works undertaken to it in connection with that use shall be removed and the land restored to its condition before the residential use took place by 10.08.17

The council has consistently objected to the Gypsy and Traveller applications on this site and we do not deviate from this view. In response to the above appeal we reiterate our comments made previously in regard to the original application.

**Planning applications pending:- The Clerk had circulated the list before the meeting**

19/505888/FULL Queen Court Barns Water Lane Ospringe Kent ME13 8UA . Conversion / refurbishment of barns to provide 3 dwellings, new garage building; demolition of farmyard structures; and hard and soft landscaping works. 19/505890/LBC Queen Court Barns Water Lane Ospringe Kent ME13 8UA Listed Building Consent for conversion / refurbishment of barns to provide 3 dwellings, new garage building; demolition of farmyard structures; and hard and soft landscaping works.

19/506013/OUT. Brogdale Collections Brogdale Farm Brogdale Road Ospringe Faversham Kent ME13 8XU. Outline Application with scale matters sought for proposed visitor information and learning centre to replace existing accommodation at Brogdale Farm.

19/505616/FULL The Coach House Abbots Hill Ospringe Faversham Kent ME13 0RR. Demolition of existing Conservatory. Erection of single storey rear and side extension. Revised plans.

20/500446/FULL Brogdale Farm Brogdale Road Ospringe Faversham Kent ME13 8XU The replacement of 24 no. external light fittings and the installation of 13 no. new external light fittings.

19/506038/REM Land Fronting Painters Forstal Road Ospringe Kent ME13 0EG. Reserved matters of access, appearance, landscaping, layout and scale, including external lighting and pedestrian crossing following an outline application 18/500041/OUT for erection of a new Community Hall, outside recreational facilities and car parking.

19/502483/FULL Willow Farm Hansletts Lane Ospringe Faversham Kent ME13 0RS Erection of 4no. specialist equestrian holiday lets and 2no. stable buildings, installation of new sand school and associated site works. Revised plans.

19/502484/FULL Willow Farm Hansletts Lane Ospringe Faversham Kent ME13 0RS Proposed conversion of existing outbuilding Block 4 to retail use (class A1), replacement of outbuilding Block 5 with a two storey building to form 6no. retail units with office/storage space above, and erection of a covered walkway and lean to extension to Block 1 and associated parking. Erection of new bund to M2 with associated site works. Revised Plans.

19/503077/FULL Land At Woodhill Stalisfield Road Ospringe Faversham Kent ME13 0HA. Demolition of existing redundant outbuilding and erection of a building comprising of campsite reception, Office and 2no. holiday lets. Change of use of agricultural land and erection of 3no. holiday pods, single bay garage and plant room, new vehicular access, parking, amenity space and associated landscaping. Demolition of existing outbuildings.

19/504117/FULL Land At Homestall Hill Homestall Road Doddington Kent ME9 0LB. Erection of a veteran's horticultural rehabilitation, social and community building.

19/504263/FULL Judds Folly Hotel London Road Ospringe ME13 0RH. Erection of a first and second floor mansard roof extension to the main hotel building and a first floor mansard roof extension to The Mews building to provide a further 10no. bedrooms.

20/500918/SUB. Land At Perry Court London Road Faversham Kent ME13 8YA Submission of Details to Discharge Condition 3 (Materials) Condition 6 (Renewable and Energy Saving Measures) Condition 12 (Cycle Storage) Condition 17 (Hard Landscape Works) Condition 25 (Sustainable Surface Water Drainage Scheme) and Condition 39 Part 1 (Archaeological Field Evaluation Works) Subject to 18/502735/FULL

20/501031/SUB. Land At Perry Court London Road Faversham Kent ME13 8YA .Submission of details pursuant to condition 6 - (Noise Levels) in relation to planning permission 17/506603/REM.

20/501635/SUB Land At Perry Court London Road Faversham Kent ME13 8YA Proposal: Submission of details pursuant to conditions 37 (mitigation strategy for all protected species) and 38 (ecological enhancement scheme) of application 18/502735/FULL

20/500398/SUB Land At Perry Court London Road Faversham Kent ME13 8YA Submission of details pursuant to condition 14 (Details and cross sections of the amenity bund) in relation to planning permission 15/504264/OUT.

20/501345/SUB Land At Perry Court London Road Faversham Kent ME13 8YA Submission of Details to Discharge Condition 23 and 25 (Surface Water Drainage) Subject to 18/502735/FULL

20/501146/SUB Land At Perry Court London Road Faversham Kent ME13 8YA Submission of details pursuant to conditions 7 (construction and environmental method statement), 18 (landscaping details), and 21 (piling works or other foundation design utilising penetrative methods) of application 18/502735/FULL

20/501233/SUB Land At Perry Court London Road Faversham Kent ME13 8YA Submission of Details to Discharge Condition 3 (Materials) Condition 5 (Crime Prevention through Environmental Design) Condition 6 (Energy Efficiency) Condition 12 Covered Cycle Storage Facilities) Condition 16 (Details of Existing Trees/Hedges) Condition 17 (Hard and Soft Landscaping) Condition 18 (Soft Landscape Works) Condition 37 (Mitigation Strategy for all Protected Species) and Condition 38 (Ecological Enhancements) Subject to 18/502735/FULL

20/501397/NMAMD Land At Perry Court London Road Faversham Kent ME13 8YA Proposal: Non-material amendment application in relation to planning permission 18/502735/FULL: - Relocation of the footpath within the application site boundary to link up with the pedestrian crossing on Ashford Road as constructed.

20/500397/SUB Land At Perry Court London Road Faversham Kent ME13 8YA. Submission of details pursuant to condition 2 (Details of car parking for the sports pitch, including the siting, number of spaces type of surface treatment, and measures to deter use other than in connection with the sports pitch) in relation to planning permission 17/506603/REM.

20/500701/SUB Land At Perry Court London Road Faversham Kent ME13 8YA Submission of details pursuant to Condition 4 - (details of existing and proposed site levels and finished floor levels), Condition 9 (details of Renewable Energy measures), Condition 10 (details of electric vehicle charging facilities), Condition 12 (details of both hard and soft landscape works) and Condition 20 (Construction Method Statement) in relation to planning permission 18/503057/FULL.

20/501700/NMAMD Land At Perry Court London Road Faversham Kent ME13 8YA. Non-material amendment application to planning permission 17/506603/REM -(1) Retain double sales garage in situ while retaining single driveway to plot 3. (2) Introduce Marshalls Driveline 50 block paving to the driveways to plots 86-91, 95, 103-105, 131, 186-201, 206-211, 221-249, 251-265, 280-284, 291-292, 301-306 and 6 no. visitor spaces. (3) Replace screen walls with Closeboard fence to plots 52, 56, 74, 86-87, 92, 94-98, 105-106, 109, 130, 175-177, 180-182, 186-187, 190-191, 194-195, 202, 208-209, 222, 224-225, 236-237, 244-245, 247-250, 252-255, 291-292, 294 and 297-302

19/502855/SUB Land At Perry Court London Road Faversham Kent ME13 8YA Submission of details and drawings pursuant to condition 13 (section/detail drawings) for planning permission 17/506603/REM.

20/501690/SUB Land At Perry Court London Road Faversham Kent ME13 8YA Submission of Details to Discharge Condition 7 (Construction and Environmental Method Statement) and Condition 21 (Foundation Designs) Subject to 18/502735/FULL.

20/500844/FULL Ashdown Water Lane Ospringe Faversham Kent.Demolition of existing bungalow and erection of 3 no. houses with parking and gardens. (Resubmission of 19/504178/FULL)

**SBC Decisions:**

19/503248/FULL Churchmans Farm Stalisfield Road Ospringe Faversham Kent ME13 0HA. Alterations to internal layout, changes to fenestration and external finishes, for both barns 1 and 2 following Prior Approval Consent applications 18/503555/PNPA and 18/503568/PNPA. Permitted.

19/500970/SUB Land At Perry Court London Road Faversham Kent ME13 8YA Land At Perry Court London Road Faversham Kent ME13 8YA. Submission of details pursuant to Condition 12: Samples of materials (of original application ref: 17/506603/REM). Permitted

19/500969/SUB Land At Perry Court London Road Faversham Kent ME13 8YA

Submission of details pursuant to Condition 25: Remediation Strategy, Condition 30: Details of provisions to accommodate operative's and construction vehicles parking, loading, off-loading or turning on-site, & Condition 36: Telecommunication Infrastructure details (of original application ref: 15/504264/OUT).Permitted.

19/504178/FULL Ashdown Water Lane Ospringe Faversham Kent ME13 8TT. Demolition of existing bungalow and shed. Erection of 4no. terraced dwellings and 1.no detached dwelling with associated parking and gardens. Withdrawn.

# 048/20 Correspondence

A list of email correspondence had been circulated before the meeting by the Clerk.

# **049/20 Members’ reports** –

The Chairman gave a short report on the allotments:-the current phase of fencing works had been completed. It is proposed to plant a hedge along part of the western boundary later in the year. There is continued interest in plots and there are none spare. There is a plan for new plots in part of the existing paddock; quotes are to be obtained. Rabbit control had been positively received by plot holders. A report of rats allegedly coming from the allotments down the track had been made to Swale Borough Council, and the Chairman had investigated this . The complainant had been invited to discuss the issue with the Chairman but had not done so to date.

# 050/20 Any other business:-There was none.

The meeting ended at 22.00pm. Next virtual meeting: 17th June 2020