

Tunstall Parish Council

Minutes of the Meeting of the Parish Council held on virtually on Monday
2 November 2020

Present: Cllr Mavis Hibben (Chair), Cllr Lee Burgess, Cllr Louisa Roberts and Cllr Sarah Stephen: and Mrs W Licence (Clerk).

Also present were County Councillor Andrew Bowles and one member of the public.

Cllr Hibben welcomed everyone to the meeting.

1. COUNCILLOR VACANCY

Cllr Hibben reported that no applications received yet, the vacancies will be publicised in the church magazine and posters will be out up on the notice boards.

2. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Vivien Rich; apologies accepted.

3. DECLARATIONS OF INTEREST

Cllr Stephen declared a non-pecuniary interest in 3 Ruin Barns Road said that she will be speaking on a planning matter and knows one of the residents who has raised an issue.

Cllr Burgess declared a pecuniary interest in 1 School View.

4. MINUTES OF THE MEETING HELD ON 5 OCTOBER 2020

It was **AGREED UNANIMOUSLY** to accept the minutes of the meeting held on 5 October 2020 as a true record. Cllr Hibben will sign the minutes when physical Council meetings are permitted.

5. MATTERS ARISING

Tree in Sterling Road

Cllr Hibben reported that KCC Highways has taken action on the Parish Council's request regarding the tree in Sterling Road which has now been cut back.

ACTION: Clerk to ascertain who is taking over from Lewis Monger.

Ponds and Hedgerows submission

Cllr Hibben said the Parish Council has not been able to do this.

Cllr Stephen said a map has been received from SBCllr Baldock.

Cllr Roberts said that this is a huge amount of work. It is the responsibility of Swale Borough Council; all hedgerows are protected and landowners should submit an application to remove them if this does not happen it is an enforcement matter.

Cllr Stephen said enforcement has been a problem for Swale Borough Council and this has been flagged up at several meetings. The work that SBCllr Baldock was asking to do was towards the new Local Plan.

Cllr Roberts said the key point is that this is a massive piece of work which the parish Council cannot take on with two Councillors short.

Cllr Stephen reported that there has been no response from any Parish Council.

HugoFox

The Clerk reported that she has received an accessibility statement from HugoFox and the accessibility button has been activated. The browser history has to be cleared for the button to work.

Meeting with Internal auditor

Cllr Hibben reported that this had been postponed and a new meeting has been arranged for 3 November at 4pm.

6. REPORTS FROM MEMBERS OF THE PUBLIC

The meeting was adjourned

A resident said the garage being built at 3 Ruin Barns Road is extremely high. The neighbouring property has an outbuilding which was granted after going to appeal but the building is not as high as this one. Swale Borough Council said that the planning application has been passed, photos have been sent and a complaint has been lodged.

The meeting was reconvened.

7. REPORTS FROM BOROUGH AND COUNTY COUNCILLORS

SBCllr S Stephen said that due to the forthcoming lockdown and restrictions some plans will have to be scaled back. The Visitor Economy Framework Action Plan has been passed, this is looking at Swale's tourism structure and the gems in the area. The Economic Improvement Plan is subject to change as it is a working document because of the COVID-19 crisis and it touches on the Council's main objectives which it had even before the pandemic. The Council is forming a local housing company to address the issue of social housing and affordable housing. The work in the town centre is ongoing and things are happening.

Cllr Hibben thanked SBCllr Stephen for her report.

KCCllr Bowles reported that the Home to School Appeal Committee, which he Chairs, has been sitting one or two days per week. Legal advice is being taken regarding appeals when the new lockdown comes into force.

Cllr Hibben thanked KCCllr Bowles for attending and for his report.

8. FINANCE

i. Cheques raised and accounts

Chq No	Payable to	Reason	Amount
1500	Kent County Council	Sterling Road bark	£420.00
1501	McCabe Ford Williams	Payroll	£42.12
1502	Mrs W Licence	Salary and expenses	£478.79
1503	HMRC	PAYE	£125.80
1504	Mrs J Barnicott	Litter Picker: w/c 12.10.20 & 26.10.20	£132.30

It was **AGREED UNANIMOUSLY** to the signing of the cheques.

ii. To consider donation for poppy wreath

Cllr Hibben reported that she has been asked to lay a wreath at the Memorial Hall and that she is waiting to hear from the Vicar as to what the arrangements will be this year.

Cllr Stephen **PROPOSED** to give £175 to the Royal British Legion Poppy Appeal for the wreath; **SECONDED** by Cllr Roberts: **AGREED UNANIMOUSLY**. (cheque no1505)

iii. Working Party for Budget 21/22

Cllr Roberts said that last year the budget meeting was held before the Full Council meeting and that there should be a working party to look at the budget earlier. A large proportion of the budget is staff costs, could there be a breakdown of the percentage of hours spent on work?

The Clerk said that it might be difficult as she does not log items specifically. It would be difficult at this stage.

ACTION 1: Clerk to try to itemise hours.

ACTION 2: Clerk to circulate dates for a Working Party meeting

9. PLANNING

Ref: 20/503432/FULL Address: 3 Ruins Barn Road Tunstall Sittingbourne Kent ME10 4HS

Proposal: Erection of a new garage to replace existing garage and shed destroyed by fire.

Cllr Roberts said the Parish Council had had a detailed discussion regarding the proposal and a standard response was submitted requesting that neighbours' comments be taken into account. The Parish Council is a consultee and Swale Borough Council makes the decision. The application was passed because of the precedent set by a previous large garage. Swale Borough Council has confirmed that neighbours were notified of the application and that they are still putting site notices up as well. If there is a planning breach it can be investigated.

Ref: 20/504878/FULL

Address: 64 Roseleigh Road Sittingbourne Kent ME10 1RR

Proposal: Erection of first floor side and rear extension.

Councillors considered the application and had no comment to make save that neighbours' views be taken into account.

Ref: 20/504966/PNEXT

Address: 186 Sterling Road Tunstall Sittingbourne Kent ME10 1ST

Proposal: Prior notification for a proposed single storey rear extension which: A) Extends by 6 metres beyond the rear wall of the original dwelling. B) Has a maximum height of 3.95 metres from the natural ground level. C) Has a height of 2.45 metres at the eaves from the natural ground level

Councillors noted that there was a Prior Notification application for 186 Sterling Road and that it seemed to be a very large extension. Although there was no access to paper plans to make proper measurements it looked almost like a doubling of the footprint of the house. Councillors also had concerns about the proximity to the boundary of the neighbouring property (184) which looks to be only 90cm. Councillors wanted to be assured that in this instance the immediate neighbours have been consulted and are happy with this proximity.

Ref: 20/504937/NMAMD

Address: 1 School View Tunstall Road Tunstall ME9 8DX

Proposal: Non-material amendment in relation to planning permission 20/501398/FULL - Insertion of a window and door into the East Elevation

Cllr Burgess left the meeting for this item and did not take place in the discussion of this matter.

Councillors noted that there was a non-material amendment submitted in respect of 1 School View, Tunstall Road. As this is in the Tunstall Conservation Area Councillors requested that the Conservation Officer is asked for advice, particularly given the close proximity of the heritage asset Hall House.

Cllr Burgess re-joined the meeting.

Ref: 20/504004/TPOA

Address: Shady Nook Tunstall Road Tunstall Sittingbourne Kent

Proposal: TPO Application for 1 x (T1) Sycamore - Tree is a twin stemmed from approx 1m above ground level - Remove northerly limb which leans over adjacent road.

Cllr Roberts informed Members that the application had been refused.

Ref: 20/503963/FULL

Address: The Oast Tunstall Road Tunstall Sittingbourne Kent ME9 8DX

Proposal: Erection of a single storey, oak framed garden room extension to rear elevation (resubmission of 19/505383/FULL)

Cllr Roberts said a decision is yet to be made.

Ref: 20/503964/LBC

Address: The Oast Tunstall Road Tunstall Sittingbourne Kent ME9 8DX

Proposal: Listed Building Consent for erection of a single storey, oak framed garden room extension to rear elevation (resubmission of 19/505384/LBC)

Cllr Roberts said a decision is yet to be made.

Ref: 20/503694/FULL

Address: 102 Sterling Road Tunstall Sittingbourne Kent ME10 1SN

Proposal: First floor rear extension with roof alterations. Creation of additional driveway.

Cllr Roberts informed Councillors that the application has been approved.

Ref: 20/503846/FULL

Address: 25 Ruins Barn Road Tunstall Sittingbourne Kent ME10 4HS

Proposal: Erection of a single storey, white UPVC conservatory to the rear of the property.

Cllr Roberts reported that the proposal has been permitted.

Ref: 20/503707/HYBRID

Address: Kent Science Park Shimmin Road Sittingbourne Kent ME9 8BZ

Proposal: Hybrid planning application consisting of - Outline planning permission (with all matters reserved except access) for commercial development, accesses and roads, parking, associated services, infrastructure, earthworks and landscaping - Full planning permission for the erection of a manufacturing facility, associated parking, services, infrastructure, landscaping and earthworks

Cllr Roberts said that Kent Downs AONB has raised concerns about the screening, the height of the buildings; the pallet of materials, especially the reflective glass within an Area of Outstanding natural beauty; and the impact of the security lights on the perimeter of the site eroding the dark night skies. The agent has responded to the Council's and others comments. There is a strong smell of industrial cannabis, there are two day nurseries in close proximity, and the matter has been referred to the Environment Agency. Highways England want a Transport Assessment on junction 5 of the M2 and are waiting for further information from the applicant.

Cllr Hibben thanked Cllr Roberts for her updates.

10. HIGHWAYS

Cllr Burgess reported the bollards have been repaired (ref 529163); work has been programmed for the flooding and blocked drain (529161); worked has been programmed for the pot holes at Grove End and near Doves Croft (532979); the drain cover by Coffin Pond is under investigation (531152); the drain in Roseleigh Road is under investigation (529492); Hales Road has had work carried out on the turning point, there has been mud on the

pavement and this is under investigation; the street light in Chicken Scratch Alley between Hales Cottage and Park Drive needs to be repaired and an order has been raised to repair it; work has been programmed to clear a blocked drain in Cromers Road (10228724); all other issues have been repaired.

Cllr Hibben thanked Cllr Burgess for his report.

11. ENVIRONMENT

i. To receive an update

Cllr Hibben said the contractors had asked when the planters were to be replanted, the plants were OK for a couple of weeks but they need replacing now.

Cllr Burgess

Said he had spoken to the contractor to see what plants could be put in the planters and hebes and ivies were suggested as these could be left in until they get too big.

Cllr Roberts said sustainability is the key issue and long-term viability, there might be a great cost at the outset.

Cllr Stephen said that during the current climate it is important to have flowers in the parish for the well-being of residents.

Cllr Hibben said the soil needs to be removed from the planter near Coffin Pond so that it can be moved back.

The Clerk reported that she has already requested this.

Cllr Burgess said the contractor can do this when replanting.

It was **AGREED UNANIMOUSLY** if necessary, to have the planter moved.

ACTION: Clerk to confirm with the contractor.

ii. Coffin Pond

Cllr Roberts reported that the liner has come away, the wood holding the liner is rotting away and the liner is sitting lower in the pond.

Cllr Hibben said that this needs to be reported to KCC as they turned it into a pond but putting a liner in, previously it had been a natural soak-away.

ACTION 1: Cllr Burgess to take photos of the issue

ACTION 2 Clerk to report to KCC.

12. CHRISTMAS TREE FESTIVAL

Cllr Hibben reported that this has now been cancelled due to the current pandemic.

13. WORKING PARTY TERMS OF REFERENCE

Cllr Hibben **PROPOSED** to accept the Working Party terms of Reference; **SECONDED** by Cllr Roberts; **AGREED UNANIMOUSLY**.

14. REPORTS FROM MEMBERS

i. To receive reports from Members

Cllr Roberts informed Members that she and Cllr Rich listened to the Extraordinary Local Plan Panel meeting where the housing numbers for the Borough was discussed. There needs to be an extra two hundred homes in south Sittingbourne and it was decided to take Chilton Manor Farm, which was identified in the Swale Strategic Housing Land Availability Assessment, in favour of distributing to rural areas and this was mainly due to the close proximity to the town.

ii. KALC Community Award

Cllr Hibben said the resident has been informed of the award which would have been presented at the Annual Parish Meeting.

It was **AGREED UNANIMOUSLY** to give the resident the certificate and flowers and the have a ceremony at a later date.

Cllr Hibben **PROPOSED** that there be a budget of £25 for flowers; **AGREED UNANIMOUSLY**.

15. CORRESPONDENCE

1. 09.10.20- KCC/ KALC/Kent & Medway Environment Board event 3 November
2. 12.10.20- NALC CEO bulletin
3. 15.10.20- Swale Borough Council's anti-idling campaign, request to help identify hotspot idling locations, where anti-idling signage could be put up
4. 16.10.20- KALC: Notice & papers for the KALC AGM 28 November 2020
5. 21.10.20- KALC CEO October bulletin
6. 22.10.20- KALC SAC litter motion to be put to the KALC AGM
7. 26.10.20- KCC: media release regarding support for families in half-term
8. 27.10.20- NHS Kent and Medway CCG Community Bulletin for October 2020
9. 30.10.20- NALC CEO bulletin
10. 30.10.20- Porchlight Annual Review
11. 30.10.20- KCC: pothole data
12. 30.10.20-SBC: Planning training 10 November
13. 30.10.20- NALC: Tree Charter Newsletter
14. 02.11.20- KALC: HCLG Select Committee Public Survey - The Future of the Planning System in England

It was **AGREED UNANIMOUSLY** that Cllr Roberts be the Parish Council's representative for the Swale Area Committee.

Cllr Roberts asked for the details of the planning training to be resent.

ACTION: Clerk.

Cllr Hibben reported that there had been a request under the Freedom of Information Act 2000 and this has been complied with.

16. ANY OTHER MATTERS ARISING

Cllr Hibben said a resident has asked if the draft minutes of the meeting can be published on the website earlier.

The Clerk said the draft minutes are always published at the same time as the agenda and that this has been agreed by the Council. Under the Transparency Code 2015, the Council has to publish minutes, either draft or ratified, within thirty days of the meeting. Draft minutes are clearly marked and all minutes uploaded as a pdf.

Cllr Roberts said if the minutes are uploaded earlier it might help residents to engage with the Council earlier.

Cllr Hibben said that there is an issue that Councillors do not respond to the draft minutes when they are sent out.

It was agreed that the draft minutes would be published on the website within two weeks of a meeting as far as possible.

17. DATE OF NEXT MEETING

Monday 7 December 2020 at 7.30pm

There being no further business, the meeting closed at 8.52pm

Signed as a true record of the meeting:

Chair

Date: 7 December 2020