



Minutes of the **Full Council** Meeting held on **11th November 2025**

at Aylesham Community Trust

SUBJECT TO CONFIRMATION

1 Those Present

Cllrs: S. Bott (Chair); D. Fleck (Vice Chair); G. Armstrong; D. Airey; J. Flaig;
D. Miller; K. Sutcliffe; S. Charman

Officers in attendance: Deputy Officer N. Purcell.

County Cllr Porter; District Cllr Pout; Dover Community Safety, Resilience and
Digital Manager Dave Parratt.

Members of Public: Three.

2 Apologies for Absence

L. Prescott; District Cllr Mamjan.

**3 Declarations of Cllr Interests, Dispensations and any changes to the
Register of Interest**

S. Bott – Aylesham Community Trust Dispensation.

J. Flaig - Aylesham Community Trust Financial Dispensation.

K. Sutcliffe – Aylesham Heritage Centre Dispensation.

*19.04 - Meeting was suspended for up to 15 minutes to allow discussion
with Members of the Public present at the meeting*

4 Public Participation Period

See Appendices A and B.

19:19- Parish Council Meeting Resumed

Resolved: It was proposed by K. Sutcliffe and seconded by D. Airey to move
agenda item 8.2 up the agenda.

Outcome: All in favor, motion carried.

8.2 Antisocial Behaviour within the Parish

There have been recent ongoing issues of anti-social behaviour at the skate park, including fires, vandalism, fly tipping, and damage to lighting (smashed lights).

Kent Fire and Rescue Service (KFRS) have already attended on at least two occasions, but the problem continues. The fires typically occur in the evenings between 18:00 and 20:00 and are now being set not only within the skate park itself but also in the grass area surrounding the site.

As the anti-social behaviour continues to occur at the Skate Park on an almost daily basis. We are therefore monitoring the site each working day until further notice. On several occasions, contractors have been required to attend to clear the area of fly-tipping, fire remnants, smashed glass, litter, and even human waste. All of which comes at a cost to the Parish.

A quotation for alternative, more vandal-resistant lighting - with protective cages has now been approved via S101 Delegated Authority by the Recreational & Facilities Committee. The lighting is to be reinstated promptly for health and safety reasons and in accordance with the planning permission granted for the site.

The CCTV camera, operated by DDC, requires repairs, which are scheduled to have taken place on, Tuesday 4 November. It is therefore essential that the lighting is replaced as soon as possible.

Last week, the Chief Executive Officer liaised with the Community Safety Officer, who has now discussed the Skate Park with the Child Safeguarding Panel for Community Spaces. A location referral has also been submitted to the Youth Outreach Team, with Kent Fire and Rescue and Kent Police copied in to support a partnership approach.

We ask for any intelligence of the offenders from the community, so that it can be passed to the relevant authorities.

The Deputy officer then read aloud correspondence received from a resident regarding Anti-social behavior on the Stonecote/Heritage Road area.

Resolved: It was proposed by D. Fleck and seconded by J. Flaig that officers formally write to Dave Parratt at Dover District Council requesting the

temporary or permanent closure of the 'jitty' between Burgess Road and Stonecote Road. If this is achieved, to also ensure the public are well informed, and to include BDW Homes in the correspondence.

Outcome: All in favour, motion carried.

The members of the public were encouraged to formally report any incident to Kent Police.

Dover Community Safety, Resilience and Digital Manager, David Parratt plus 3 members of the public left at 19:39

19.39 - Meeting was suspended again to continue discussion with Members of the Public present at the meeting

5 External Reports (Updates)

5.1 County Councillor

Cllr Porter – Appendix C.

5.2 District Councillor

Cllr Pout – Appendix D.

19:53 County Cllr Porter left the meeting

5.3 Kent Police

An email was circulated to councillors ahead of the meeting.

5.4 Dover District Council Community Development Officer

Report has been received and circulated ahead of the meeting.

19:55- Parish Council Meeting Resumed

19:55 District Cllr Pout left the meeting

6 Minutes of previous meeting

October 2025

Resolved: It was proposed by J. Flaig and seconded by D. Airey that the minutes of the meeting held on 14th October are a TRUE and ACCURATE record.

Outcome: 7 votes in favour, 1 abstained. Motion carried.

7 Matters Arising *(from the previous minutes not covered elsewhere on the agenda)*

As per the resolution made at the October Full Council Meeting agenda item 8.1 *Flags Placed on Street Furniture*. The following email response was received today:

Good afternoon & thank you for your correspondence.

I acknowledge your observations, we further recognise & empathise with the experience of any individual who has been personally adversely affected by the emergence of flags within their local community.

Where the displaying of any article (flag or otherwise) in public is clearly closely linked to substantive criminal behaviour Kent Police will take appropriate steps (where policing powers exist to lawfully allow us to do so) to remove the article as part of the Police investigation of that crime. However, (other than in circumstances where a criminal offence has been committed & the displaying of flag is clearly part of that crime) Kent Police have been instructed that we should not be removing national flags without there being an urgent need on public safety grounds to do so - such as a danger to traffic.

With thanks

Dover Community Safety Unit

The Council acknowledged the response from Kent Police and observed that the flags could potentially present a safety risk, particularly if they wrap around the streetlights and reduce illumination in certain areas.

8 Chief Executive Officer Report

Agenda Item 8.1: Correspondence regarding Flags on Street Furniture – Removal

The following correspondence has been received:

“Dear Aylesham Parish Council

I’m writing again as a resident of Aylesham to complain about the many UK and England flags around the village.

I’ve mentioned before how divisive these flags have become. There is a particular problem along Central Boulevard where the pavements are relatively narrow, and the streetlights are very close to the houses. This often makes it look like people are flying England flags from their own property. I know some people are hugely concerned about this but are worried about attempting to take the flags down themselves.

A more recent development is that it's becoming clear that many of the flags are falling, or their cable tie anchor points are becoming loose. Over time, they will surely fall completely, getting in the way of pedestrians and cars. This already happened a few weeks ago, prior to the latest round of flags.

If there is no plan to remove these flags, where will we be in a year or two? Will the two people who put them up keep reattaching the flags every couple of months for all time?!

Putting these flags up with a tall ladder is a very dangerous thing to be doing, and surely councils and the police cannot condone it as something which inevitably must happen every few weeks as more flags fall down or get damaged. Eventually someone will have to pull the flags down anyway as they become a nuisance (perhaps the hoped-for council option), or someone will have to keep reattaching them. If I'm being honest, it feels like a completely crazy situation for the village to be in either way.

I feel strongly that we need a firm policy throughout Aylesham which does not allow any kind of flag flying in public spaces from public street furniture. Flying whatever flag, you want from your own property is fine, and I would suggest that as a more reasonable option.

These are mostly the acts of two individuals. Almost a third of the money raised for the flags came from only three people. It is surely only masquerading as a community-led campaign.

If no action is taken I worry that people will feel they can do anything they want, and the village could be blighted with this kind of problem for some time to come."

Resolved: It was proposed by G. Armstrong and seconded by D. Miller to contact those involved with the organizing of the flags, requesting that they take the flags down as they become tatty and ripped, and also to explain the parish council's plans for festive lighting.

Outcome: 3 in favour, 3 against, 1 abstained. Motion passed.

8.1 Dover District Council Street Name Consultation

A notification was received from Dover District Council regarding the naming of a new street at Phase 3 Parcel 1, Land for Aylesham Village Expansion (north of

Dorman Avenue North, Aylesham). Under Section 17 of the Public Health Act 1925, the developer has the right to name new streets. The proposed name is Plum Tree Close, following a loose theme with other nearby street names such as Cherry Blossom Way and Orchard Close.

Resolved: It was proposed by J. Flaig and seconded by K. Sutcliffe to respond opposing to the name suggestion, as it gives association to the largest land owner in the district, who is also a living person. Could the name Ratling Close be considered?

Outcome: 6 votes in favour, 1 councillor did not vote. Motion carried.

8.3 Correspondence Invitation from Aylesham Community Trust

The following email Aylesham Community Trust has received:

“Aylesham Community Trust turned 30 years old in 2025 and so we wanted to invite you to join us in a small celebration at our AGM this year. Please see below for the arrangements and RSVP details.

Much of what we do is only possible because of the strong partnerships and great support that we have enjoyed over the years and we would like to take this opportunity to say thank you for your part in this, and hope you can join us on the 25th November to help us reflect on the journey so far. We look forward to seeing you if you can, but if not, we hope to see you soon regardless. “

Councillors noted the invitation, no resolution made.

8.4 Invitation from Dover District Council to the Town and Parish Meeting

The following invitation was received from Dover District Council:

“I am writing to you to advise that a DDC/Town and Parish Meeting will be held on 13 November 2025 at 6pm at the Council Offices, Whitfield. This meeting will primarily be focused on Local Government Reform (LGR), with the Council and Cabinet at DDC meeting on 19 November 2025 to agree the Council’s submission. The event will provide an update on progress and next steps for LGR.

We are asking for up to two attendees to be sent from each town/parish council.

I would be grateful if you could confirm who your Council would be sending by no later than Friday 7 November 2025. We will confirm the final details of the

agenda shortly after then.”

Council conformed that Cllr D. Airey, and D. Fleck will attend.

Ahead of the meeting Cllr Charman circulated some comments ahead of the meeting to support those representing the parish council. Cllr Fleck reassured those present that the points raised were already on the radar of Cllrs that were attending.

9 Section 101 Delegated Authority

Agenda Item 9: Section 101 Delegated Authority

Council noted the following:

Aylesham Festive Lighting 2025 Kent County Council Permit.

We received notification from Kent County Council regarding the Christmas lights. KCC advised that that additional testing would be required to ensure that the Street light columns in question can take the additional loading that the festive decoration would place upon it. (which we knew may be the case.)

Officers circulated to councillors the following:

- BSEN 40 Load Testing quotation (please note, I have highlighted with the KCC officer that the letter states 5 columns when we have requested 6- but this should not affect the quote as the price is up to 12 columns)
- Structural Load Testing assessment notice, Advising why this testing is required.

We requested approval for this expenditure of £1,000 by s101 delegated authority in order to keep the project moving to meet the deadlines of the application process. We were aware that we may come across this expenditure and it was highlighted in the initial report regarding Christmas. Councillor responses: 4 out of 8 councillors responded, all in favour of the expenditure.

Outcome: The BSEN 40 Load Testing quotation was approved to proceed.

10 Personnel Matters

Items to be considered under agenda item 20.

11 Finance

11.1 October 2025 Payment Schedule

Payee	Expenditure	Invoice No.	Net	VAT	Total
Deputy Officer	Remembrance Day Wreath – Royal British Legion	November Expenses Form	£25.00	N/A	£25.00
Assistant Officer	Parks Inspections – Mileage October	October Expenses Form	£7.74	N/A	£7.74
Christopher Cooney	Window and Sign Cleaning Bi Monthly	308	£40.00	N/A	£40.00
Expenditure that has been paid since the last Full Council Meeting as per Financial Regulation 6.8 iii					
Elite Christmas Ltd (T/A Christmas Decorators)	Christmas Motif x6 and Lighting Year 1 of 3	2025018	£4,850.00	£970.00	£5,820.00
Envisage Groundcare Ltd	September 2025 Invoice	2157	£1,090.55	£218.11	£1,308.66
The Vineyard Garden Centre Ltd	Market Square - Raised Flowerbeds and planting R&F Committee	GS125	£1,307.65	£261.53	£1,569.18
Ovenden Allworks Ltd	Removal of Bus Shelter Cornwallis Avenue APC to be reimbursed by Iceland Foods Ltd	3711	£856.00	£171.20	£1,027.20
Ovenden Allworks Ltd	Installation of Gym Equipment Sign & Pole (Replacement) Snowdown Recreational Field	3712	£175.00	£35.00	£210.00
R Miller	Cleaning Aylesham House (Deep Clean)	001	£88.00	N/A	£88.00

PC World t/a Currys Business	Cllr Tablet	71745154	£187.50	£37.50	£225.00
Aylesham Heritage Centre	Grant 2025/2026	N/A	£196.95	N/A	£196.95
Aylesham Arts Club	Grant 2025/2026	N/A	£1,196.36	N/A	£1,196.36
Aylesham Majorettes	Grant 2025/2026	N/A	£3,000.00	N/A	£3,000.00
Aylesham & Rural Community Heart	Grant 2025/2026 Christmas 2025	N/A	£1,528.40	N/A	£1,528.40
Aylesham & Rural Community Heart	Grant 2025/2026 AED, Hill Crescent Area	N/A	£2,180.80	N/A	£2,180.80
IMAGO Community	Grant 2025/2026	N/A	£868.00	N/A	£868.00
Aylesham Media Collective	Grant 2025/2026	N/A	£1,380.00	N/A	£1,380.00
R Miller	Aylesham House Cleaning w/e 31.10.25	002	£66.00	N/A	£66.00
Chief Executive Officer	Remembrance Day Decorations, HP Instant Ink, Cllr Tablet Accessories: Charging cable/plus, screen protector, case.	October Expenses Form	£115.48	N/A	£115.48

Resolved: To approve the November 2025 Payment Schedule, proposed by G. Armstrong, seconded S. Charman.

Outcome: All in favour, motion carried.

12. Committees

Finance Audit & Personnel

12.1 Q2 July- September 2025 Accounts Lloyds Bank Business

At the October Finance, Audit & Personnel Committee meeting held on 30th October 2025 it was resolved to approve Quarter 2 July – September 2025 accounts reconciliations for the Lloyds Bank Business Account.

Resolved: It was proposed by J. Flaig and seconded by D. Fleck to approve Quarter 2 July – September 2025 accounts reconciliations for the Lloyds Bank Business Account.

Outcome: All in favour, motion carried.

12.2 Q2 July – September 2025 Accounts Lloyds Bank Instant Access Savings Account

At the October Finance, Audit & Personnel Committee meeting held on 30th October 2025, it was Resolved to approve the Quarter 2 July – September 2025 accounts reconciliations for the Lloyds Bank Instant Access Savings Account.

Resolved: It was proposed by K. Sutcliffe and seconded by S. Charman to approve the Quarter 2 July – September 2025 accounts reconciliations for the Lloyds Bank Instant Access Savings Account.

Outcome: All in favour motion carried.

12.3 Local Government Association Model Code of Conduct

At the October meeting, the Finance, Audit & Personnel Committee reviewed the LGA Model Code of Conduct and recommended to Full Council to adopt the Local Government Association Model Code of Conduct.

The LGA Model Code of Conduct was circulated to councillors as part of the agenda pack.

Resolved: It was proposed by G. Armstrong and seconded by J. Flaig to adopt the LGA Model Code of Conduct.

Outcome: All in favour, motion carried.

12.4 To pass a resolution to sign up to the Civility and Respect Pledge The Finance, Audit & Personnel Committee considered the Civility and Respect Pledge at their October meeting, the committee recommended Full Council to

sign up to the Civility and Respect Pledge.

Resolved: It was proposed by S. Charman and seconded by D. Airey to defer this decision to the January meeting, to seek clarification on the phrase “training programme”.

Outcome: All in favour, motion carried.

Planning, Environment and Transport

12.5 Highways Improvement Plan - Community Consultation Survey Results

At the October Committee meeting, the initial quantitative data was shared with full council.

A summary of the key findings to date were:

- There is strong community support for the 20mph scheme overall, though views are mixed on how it should be funded.
- The lighting proposal is clearly backed by the majority of residents.
- The Parish Council will use these results to inform further discussions with Kent County Council, explore funding options for the 20mph scheme, and plan next steps for the proposal.
- The consultation data in relation to the lighting scheme will be passed to Kent County Council so that this project can be progressed and works can be programmed – as the Parish Council has Ear Marked Funds for this project. Once completed, Kent County Council will adopt the lighting scheme, and be fully responsible for maintaining the lighting.

In addition to this quantitative data, the qualitative comments provided by residents are now being collated and reviewed. These comments have already highlighted several key themes and issues that will be brought back to the Parish Council for detailed discussion

13. Market Square Lighting Project

Update: Unable to progress until Aylesham Parish Council is in receipt of a signed copy of the Licence for Major Alterations from Dover District Council.

14: Allotments (any updates)

The following update was sent to the allotment waiting list:

*“We wanted to share a quick update on the allotments. The developers have now submitted a minor non-material amendment to Dover District Council (DDC) Planning. The proposed changes are small in scope, relating mainly to the **footpath materials** and **bench design**.*

*At this stage, we are waiting for DDC to review and process the amendment before any further progress can be made. You can view the full details of the submission on the DDC Planning Portal using reference number **CON/19/00821/9H**.*

We appreciate your continued patience and understanding. We’ll keep you updated as soon as there’s further news.”

The non-material amendment is due to be determined by Dover District Council’s planning department on Thursday 13th November 2025. Once the application has been determined, Officers will request for updates from Dover District Council/developers in relation to when the works will start on site.

15 Aylesham House (any updates)

15.1 Building Repairs

Awaiting contractor quotations and grant research information.

15.2: Hire of Meeting Room to External Organisations

At the October meeting, Members resolved that the Aylesham House meeting room be made available for community hire, with the hire agreement form to be brought back to a future meeting for approval of the details and conditions. During discussion, several points were raised regarding access, safeguarding of Aylesham Heritage Centre’s items, and the need to ensure safe and practical use of the building outside normal office hours.

Officers have since revised the hire agreement to address these concerns:



AYLESHAM PARISH COUNCIL

Aylesham House, Dorman Avenue South, Aylesham CT3 3AD

Email: contact@ayleshamparishcouncil.gov.uk Tel: 07897593030

Meeting Room Hire Booking Form

Your Contact Details	
Full Name	
Phone Number	
Email address	
Organisation Name	
Registered Address of Organisation	
ROOM RATE	
Refundable Deposit	£50.00
Hourly Charge	Community and not for profit groups: £8.00 per hour Commercial or private use: £12.00 per hour
Please tell us about your event below	
Date(s) needed	
Start & End time	<i>(Please include time needed for setting up and packing away)</i>
Nature of hire	
Expected number of guests	
Will you require use of the projector?	Yes/No
House Keeping:	
<ul style="list-style-type: none">• Upon arrival for your hire period familiarise yourself with the location of the fire exits and the firefighting equipment - Fire extinguishers are in the meeting room.• The closest Fire alarm point to the meeting room is located to the right of the upstairs kitchen.• All fire exits are signposted.• The fire assembly point is at the front of the building, past the wooden gate• First Aid Kit; Eye wash and accident book is located by the front door.	

- The use of the kitchen, or item within, does not form part of this hire agreement.
- Wheelie Bins are located at the front of the building.
- This is a no smoking/vaping, no alcohol or drugs premises
- The upstairs toilet is currently not in use for safety reasons (loose tiles). Please use the ground floor toilet only.
- The Heritage Centre room must only be accessed for emergency exit or toilet use. Items or displays within this room must not be touched or moved.
- In case of a fire or accident please dial 999

Terms and Conditions of Hire:

- Access to the building will be via a secure key safe box. A unique access code will be issued to each hirer and must not be shared. Codes are changed regularly.
- Hirers must ensure all doors and windows are closed, and the building is left secure upon departure.
- Evening hire is permitted up to 9:30pm, with absolute latest departure at 10:00pm.
- The hirer is responsible for the health and safety of attendees.
- Any accidental/malicious damage to the building, furniture or décor will result in additional charges. Any charges over and above the deposit amount will be invoiced for.
- Smoking/Vaping is not permitted in the building.
- Please ensure you have vacated the building by the agreed time.
- Please leave the space as you find it so it can be enjoyed by other users.
- Supervision: During the period of hire the hirer will be responsible for the care of the premises and its contents. Any damage or alterations, however slight, should be reported. The hirer will be responsible for the behavior of all persons using the premises whatever their capacity.
- Use: The Hirer shall not use the premises for any other purpose than that described in the hiring booking form and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way nor bring on to the premises anything which may endanger the users or render invalid any insurance policies in respect thereof nor allow the consumption of alcoholic beverages.
- Hire is only from the times stated on the hire agreement form. If you over run your booked time extra charges will be applied. These will be to the nearest half hour.
- Toilets: Please ensure these are left in a clean and hygienic condition. That all nappies are removed, and toilets are flushed. Please do not place sanitary wear or nappies in the toilets.
- Kitchen facilities are not included as part of this booking. Please do not use the

items within the kitchen.

- Please check all doors and windows, including fire doors, are shut and locked before leaving the hall. All lights inside the hall are turned off.
- Cancellation: If the hirer wishes to cancel the booking, a full refund of the hire fees paid will be given if notice is given 48hours prior to the start date of the event.
- Aylesham Parish Council reserves the right to refuse a booking or to cancel a hire agreement with at least 7 days' notice, unless this is not possible due to unforeseen circumstances. The hirer would be entitled to a refund of any monies paid, but the parish council will not be liable to pay any further monies to the hirer.

By signing this Hire Agreement, the Hirer agrees to be bound by the Conditions of Hire and confirms that the Hirer has read and understood them. The Hirer agrees and declares that all information to be given by the Hirer to the Council in connection with this Hire Agreement is true to the best of their knowledge.

Signature:

Date:

Information given on the booking forms is securely stored for use by the committee for the purposes of managing the booking. No information is passed to third parties

If you have any queries regarding completing this form, please contact contact@ayleshamparishcouncil.gov.uk
Please keep a copy of these Conditions of Hire for your own records.

The following is Aylesham Parish Council use only:

Permission to occupy granted on:	
Officer Signature:	

Resolved: It was proposed by J. Flaig and seconded by S. Charman to Approve the purchase and installation of a coded key safe box at Aylesham House of £18.69 from Amazon, plus installation costs.

Outcome: 7 votes in favour, 1 against, motion carried.

Resolved: It was proposed by D. Airey and seconded by J. Flaig that council approves the updated Meeting Room Hire Agreement.

Outcome: 7 votes in favour, 1 against motion carried.

Resolved: It was proposed by S. Charman and seconded by D. Airey that evening use may be permitted up to 9:30pm (10:00pm latest).

Outcome: 7 votes in favour, 1 against motion carried.

Resolved: It was proposed by S. Charman and seconded by D. Airey that the initial hire charges are set at £8per hour community groups, and £12 per hour for private organisations/businesses, with a £50 refundable deposit.

Outcome: 7 votes in favour, 1 against motion carried.

Resolved: It was proposed by D. Airey and seconded S. Charman that the council undertake a short “soft launch” period with selected local groups prior to full public advertising.

Outcome: 7 votes in favour, 1 against motion carried.

The committee noted the safeguarding measures relating to Aylesham Heritage Centre and building facilities.

16 Kent Devolution and Local Government Reorganisation (any updates)

KALC

No updates available on their website.

Kent County Council

No updates available on their website.

Kent Leaders Website

Public Survey Report

“More than 2,000 people across Kent and Medway took part in our survey as part of local government reorganisation engagement exercise.

Key stakeholders gave us their views too. You can read the full report below:

[View Full Report](#)

The feedback we received will be used to inform the business cases detailing

how many unitaries should cover Kent and Medway and what areas they should cover.

Those business cases are in the process of being pulled together and will be submitted to government by Friday 28 November 2025, who will make the final decision in 2026.

Individual councils will make decisions on their preferred option to submit to government throughout November.”

Outcome: Noted by Council.

17: Community Engagement, Newsletter and Website

Council discussed holding surgeries monthly at Aylesham House, on the afternoon of the third Thursday of each month. This schedule would allow councillors to gather and review community feedback in a timely manner, ensuring that any relevant issues can be prepared for discussion at the following Full Council meeting, if required.

Resolved: It was proposed by S. Charman and seconded by G. Armstrong

1. That the council begins monthly councillor surgeries, to be held on the afternoon third Thursday of each month at Aylesham House Meeting Room. 1-2 pm.
2. That surgeries are councillor-led, with officer attendance if required for input/queries.
3. That a standard query form be developed to record and manage issues raised for appropriate officer or council follow-up.
4. That the sessions are publicised through parish communication channels including the website, noticeboards, and social media.
5. That the surgeries are reviewed after a 3 month period, to assess attendance, feedback, and overall effectiveness.
6. To start in January 2026.

Outcome: All in Favour, Motion Carried.

18: Aylesham Centenary- Update from Representatives

Notes from the meeting were circulated ahead of the meeting.

20: Next Meeting Date

Tuesday 13th January 2026.

Resolved: Under the terms of the Public Bodies (admission to meetings) Act 1960, by virtue of the business to be transacted involving legal matters for item 20.1 and Staff Matters for items 20.2, 20.3 and 20.4, it was proposed by K. Sutcliffe and seconded by D. Airey to enter a closed session.

Outcome: All in favour, motion carried.

Closed session began 20:54

Agenda Item 20 Legal Matters – *Confidential to be held under the Public Bodies (admissions to meetings) Act 1960*

20.1 Dover District Council Licence for Major Alterations Market Square

Updated councilors that the final draft has been sent.

20.2 Staff Matters – Employee Handbook

Resolved: It was proposed by J.Flaig and seconded by K. Sutcliffe to adopt the Employee Handbook.

Outcome: All in favour, motion carried.

20.3 Staff Matters - Employee Pension Scheme

Resolved: It was proposed by D. Fleck and seconded by K. Sutcliffe to continue with the People's Pension for Employees and increase Aylesham Parish Council's Employers Contribution to 10%.

Outcome: All in favour, motion carried.

20.4 Staff Matters – Open Spaces Officer Vehicle

Resolved: It was proposed by D. Airey and seconded by S. Charman to proceed with Vanarama.com trading as AutoramaUK Ltd:

Peugeot Partner 1.5 BlueHDi 1000 Professional-Plus Standard Panel Van SWB Euro 6 (s/s) 5dr

- Lease Term: 24 month lease (the minimum we can sign up for)
- Delivery: 3-5 weeks
- Upfront payment of 12 months: £2,434.25 + VAT
- Then 12 monthly payments of £247.23 + VAT
- Milage Limitation: 5,000.
- Road Tax: Included
- Delivery: Free
- Roadside Assistance: 1 year included (This price includes the companies maintenance plan of £41.14 per month)

And to approach Aylesham Community Trust to store the vehicle on their premises temporarily, whilst looking into a driveway at Aylesham House.

Outcome: 6 in favour, 2 against, motion carried.

Closed session ended and meeting closed: 21:11

It has been agreed by Council that these minutes are a true and accurate record.

Signed.....(Chair)

Date.....

Aylesham Parish Council Meeting January 2026

November 2025 Full Council Meeting Appendices

Appendix A- Resident Rasing concerns over ASB in the area

- Expressed concerns after moving into the area in July as there has been a significant amount of ASB in the area
- Fireworks have been let off in the street.
- Plants have been pulled up.
- Asked if the Jitty between Stonecote road and Burgess road can be closed as this seems to be used as an 'escape route.'
- Provided a USB with footage from their security camera.

Appendix B- David Parratt

(Dover District Council Community Safety, Resilience and Digital Manager)

- Gave an introduction of his role at Dover District Council. Highlighted that he is also the Community First Responder for the area.
- Reassured that the CCTV coverage in the area is 24-hour a day service.
- There are 4 cameras in the village. Scaffolding on the development on Station Fiels had preciously cause issues with the camera by the skate park, but this has now been resolved.
- Highlighted that two of the individuals responsible for some of the Asb have been identified as having lonks with the Deal area, not local residents.
- Yesterday, a moped was seized.
- On 31st October police were present in the village following an incident at the Skate park/Train station
- On 22nd October there was reports of "suspicious activity" at the train station, but when the CCTV was checked the group of people at the station did not match the description given in the report.
- There is an eviction pending in Aylesham as a result of ASB.
- Encouraged people to make reports as things happen, as the data doesn't collaborate what is being discussed.
- Left reporting tool leaflets for distribution.

Appendix C- Kent County Councillor Porter

Relocation of Adult Learning Centre in Gravesend

- Gravesend Adult Learning Centre has relocated to the New Beginnings Learning Centre .This move is part of KCC's wider redesign of adult

education across the county. This follows a significant cut of £521,000 to Kent's adult education budget and new national rules that limit the use of government funding to courses focused on helping people gain skills for work.

- Cllr Beverley Fordham , KCC's Cabinet Member for Education and Skills said " We remain fully committed to providing high quality adult education courses for people in Gravesend and across Kent . While the way we deliver some of our courses is changing , our focus remains the same – supporting residents to gain the skills they need for work, wellbeing, and personal growth"
- For more information about the changes in Gravesend ,visit www.kentadulteducation.co.uk

Major Step Closer to International Train Services

- For 30 years there has been no competition on the international rail route and Kent has felt the impact.
- Eurostar withdrew services from Ashford and Ebbsfleet in 2020 ,leaving communities disconnected.
- More than 82,000 people backed a local campaign organised by Bring Back European Trains.
- The ruling on October 30th changes that, as the Office of Rail and Road announced that Virgin Trains will be granted access to Temple Mills International Depot.
- The ORR's decision now has the potential to
 - 1 – Unlock a huge and much needed boost for local businesses and tourism.
 - 2- Enable the government to deliver on the promise made when High Speed One was built
 - 3- Provide a direct route to Europe for Kent's residents and businesses, without having to leave the county to board a train that then passes back through Kent.
- KCC Leader Linden Kemkaren said " The ORR has made the right decision which I wholeheartedly welcome. Their decision paves the way for competition – competition that has made clear its ambition to serve Kent again. It is a clear message that Kent matters and that our international stations have a vital role to play in the future of cross channel rail. There is a clear economic case for stopping in Kent – we have so much to offer visitors ,and the benefits for local businesses and communities are huge.

- The event we held last month was about sending a loud and clear message to government ,operators and the ORR. Kent is ready. Our voice has finally been heard . Kent’s residents and businesses can be assured that we will keep on pushing to make sure Kent is front and centre in the next stage. The people of Kent deserve to be connected and today we are a step closer “

Visit to East Kent Dover College

- On 30th October I was invited , along with Cllr James Defriend of Dover Town to attend this vibrant and innovative facility in Maison Dieu Rd ,Dover.
- We had a tour of the workshops offering training courses for young people in car mechanics, engineering, hairdressing and catering. I had the pleasure of seeing young students busy and enthusiastically learning lifelong skills under the tutorship of committed tutors.
- The college works hard to find work experience placements for the students with local trades and businesses. If you or your residents can offer a placement to mentor a young person, please contact EKC Dover College at 01304 244332 or email doover@eastkent.ac.uk
- An Open Day on Monday 24th November 4pm to 7pm is planned for students to tour the campus ,speak to industry expert tutors, and explore the facilities at a College rated ‘Outstanding’ by Ofsted

Appendix D- Dover District Councilor Pout

- Gave thanks to David Parrat for his support with the ASB issues in the village.
- Will continue to raise a number of issues regarding the new development. Eg: School Square, Rubbish accumulating in Jittys.
- Spoke with Community Development officer Chris Townsend regarding the lack of presence from the Community Roots Van n Aylesham. Chris is due to meet to discuss the route.
- As always more than happy to be contacted with any queries or questions.

- ***End of appendices*** -