

Tunstall Parish Council

Minutes of the Meeting of the Parish Council held on virtually on Monday
7 September 2020

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

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

1. APOLOGIES FOR ABSENCE

Cllr Hibben welcomed everyone to the meeting.
All members were present.

2. DECLARATIONS OF INTEREST

None were declared.

3. MINUTES OF THE MEETING HELD ON 12 August 2020

It was **AGREED UNANIMOUSLY** to accept the minutes of the meeting held on 6 July as a true record of the meeting. Cllr Hibben will sign the minutes when physical Council meetings are permitted.

4. MATTERS ARISING

Councillor Vacancies

Cllr Hibben said the Council was now in a position to co-opt two new Councillors.

Meeting with Lewis Monger

Cllr Hibben said Mr Monger is available on Wednesday and Friday mornings from 9am, Cllr Rich has been doing a lot of work with him and hopefully she will want to go along to that meeting.

involved in the project and it is hoped she will continue. If Councillors have any directives regarding further work in Sterling Road; some parishioners have mentioned the triangle as you come into Sterling Road, and also the sign going into Sterling Road is just propped up. Cllr Rich suggested that this wait until after she had seen Lewis Monger as he may have changed areas. He is dealing with work that has been done and we need to know how this will work and if he will introduce us to the new officer covering the area. It would be useful to find out the situation.

Cllr Roberts said the issue of the overgrown tree in the triangle further down Sterling Road has not yet been resolved. The resident is looking to the Parish Council for a response.

ACTION: Clerk to contact KCC Highways again.

Ponds & hedgerow submission date

Cllr Hibben informed Members that Swale Borough Council has said that it wants the information as soon as possible. Last meeting, Cllr Rich said she was going to plot this information.

Cllr Stephen said Swale Borough Council needs the information for the Local Plan.

Cllr Roberts said it is a large piece of work and means going back to maps from 1850 but the hedgerows are not featured on these maps.

Cllr Roberts said it will be necessary to walk the roads and map the hedgerows.

Cllr Roberts said the definition of an ancient hedgerow under the Act is not easy to define, it would be helpful to have a guidance note from Swale Borough Council.
SBCllr S Stephen said she would ask Mike Baldock if more guidance could be given.

Coffin Pond

Cllr Hibben reported to Members that she and Cllr Roberts met with Kent Wildlife Trust and KWT has agreed to organise volunteers to clear the duckweed on 5 October.

ACTION: Clerk to inform the neighbour.

Cllr Hibben **PROPOSED** that a budget of £250 be set for the clearance of the pond including a donation to the Kent Wildlife Trust; **SECONDED** by Cllr Stephen: **AGREED UNANIMOUSLY**.

Swale Borough Council: Call for sites to be submitted as proposed Local Green Spaces

Cllr Hibben said the deadline for submissions is 11 September and asked for suggestions of green spaces in Tunstall to be submitted.

Cllr Rich said that there are quite strict rules and you have to give evidence that it is a benefit to the community.

Cllr Stephen said the old school playing field could be put forward.

ACTION: Cllr Hibben to draft submission.

New website

The Clerk reported the planning tracker is still not working. The new website will be populated with the necessary information so it will be compliant when the rules change on 23 September. Cllr Rich said that she felt HugoFox is high risk and the Council will need to wait and see what happens with it. The Council needs to be absolutely sure that it is going to be compliant. Does the Council own the domain name?

The Clerk said the Council owns the domain name and not HugoFox, the Council bought the domain name through another company.

Cllr Rich said that all the work the Council has done on the website and the creative things will not be used until the Council can be sure that HugoFox are delivering on the basics.

Cllr Roberts said that she has looked at other Parish Council websites and they have a widget added to the website to aid accessibility and that from looking at the HugoFox website she was not sure that the accessibility is being put on

Cllr Rich said if HugoFox is not compliant the Council will not be able to use them anyway.

5. REPORTS FROM MEMBERS OF THE PUBLIC

No Matters were raised.

6. REPORTS FROM BOROUGH AND COUNTY COUNCILLORS

SBCllr S Stephen reported that SBCllr Paul Stephen is now mayor of Swale Borough Council. The has not been much going on during the Summer recess. The parking concession has been passed granting all residents to get an extra half hour at the end of their parking ticket until the end of September, this is to recognise the extra time shoppers have to queue during the COVID-19 pandemic. The pedestrianization of the town centres is working well and Sittingbourne is benefitting; there has been good feedback on this. The cinema and bowling alley should open in October. The Old Forge War Time House Museum in East Street had an issue with its roof and a community grant has been obtained for this. It is an excellent museum and an ongoing asset to for the Borough. There are lots of projects planned including painting the town centre and the recovery of town centres.

SBCllr S Stephen reported the first Area Committee meeting was successful, Swale Borough Council wants interaction with Parish Councils. Cllr Rich and Cllr Roberts were in attendance. Tunstall has been put forward for a Conservation Area Review and Parish Councillors will be able to help make a case for this. Tunstall is vulnerable from the Kent Science Park and the Conservation Area is at risk and this needs to be reviewed.

Cllr Burgess left the meeting.

7. FINANCE

i. Cheques raised and accounts

| Chq No | Payable to | Reason | Amount |
|--------|--------------------------|---------------------|----------------|
| 1486 | Mossys | Planter watering | £72.00 |
| 1487 | Mrs W Licence | Salary and expenses | £481.05 |
| 1488 | HMRC | PAYE | £125.60 |
| 1489 | Newington Parish Council | Share of SLCC fees | £42.33 |
| 1490 | Mr J Barnicott | Litter Picker: | £132.30 |
| 1491 | Mrs M Hibben | Stationery | £11.90 |

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

ii. To consider request from the Church for a grant towards WiFi provision

Cllr Hibben said the church has requested a grant towards the provision of WiFi in the church, the vicar feels that this is an important project for the church at this current time.

Cllr Stephen said Swale Borough Council has a special projects fund and a community fund which can help if other monies have been pledged. There is a good case for WiFi in the church.

Cllr Rich said that she has objected to paying all of this amount. The Parish Council should pay towards infrastructure projects but that she was not convinced that using rate payers money for a very small proportion of the residents, probably about 2% of residents, for marketing church services is appropriate. Cllr Rich said she would rather give towards the infrastructure, where the church is part of the fabric of the village but not for religious services being marketed.

Cllr Stephen said that this is for COVID-19 situation regarding communicating.

Cllr Roberts said that during COVID-19, the church very quickly set up services for lots of parishioners. There were a lot of people at the services. This is not about publicising the church per se but it is about keeping people connected. Before lockdown, there were a lot more services at Tunstall.

Cllr Hibben **PROPOSED** to make a grant of £500 towards the provision of WiFi in the church; **SECONDED** by Cllr Stephen: **AGREED UNANIMOUSLY**.

iii. Statement of Internal Control

Cllr Hibben said this has been raised in the Independent Internal Auditor's report.

Cllr Roberts said there were contradictions in the document.

Item deferred to next meeting.

ACTION 1: Clerk to seek advice from the Independent Internal Auditor.

ACTION 2: Cllr Roberts and Clerk to liaise.

iv. Risk Assessment

Item deferred to next meeting.

ACTION: Cllr Roberts and Clerk to liaise.

8. WORKING PARTIES

Cllr Rich said the setting up of Working Parties and the Terms of Reference can be agreed when there is a need to use them.

It was **AGREED UNANIMOUSLY** to defer until needed.

9. PLANNING

i. 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 that there are no neighbour comments on the portal.

Cllr Stephen said there were objections on a planning application at 2 Ruins Barns Road and this set a precedent. This application could set another precedent for people to build large garages.

The applicant said that the neighbours are aware of the proposal and there have been no verbal objections.

Cllr Roberts said the Council could respond that neighbour comments be taken into account and consideration be given to queries from previous applications in the neighbourhood.

ACTION: Cllr Roberts and the Clerk to draft the response.

8.30pm: KCCllr Bowles joined the meeting

ii. 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.

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

iii. 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.

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

iv. 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 Hibben said the deadline for comments is 17 September. There have been two similar applications lodged in 2009 and an extension given in 2017. The height of the unit has changed from 10m to 16m plus a flue. The second unit is 12,000 sq m; a vast proportion of the site is warehousing. The location is nominated as a Science Park. Consideration needs to be given to the Area of Outstanding Natural Beauty and also the discharge into the atmosphere.

Cllr Roberts said the existing planning permission for the plot is very different to what is now being proposed. It was originally going to be offices, B1 use, but now under this application they are making a lot of the fact they have a previous application extant; the usage has been changed to mixed B1/ B2/ and B8 so this is now business, manufacturing, storage and distribution. A large part of the new main building is going to be storage and distribution with extra manufacturing facilities for a medicinal product that GW Pharmaceuticals has developed. There is concern regarding the process and the fact that there is no open consultation with parishes. The application has been lodged when Swale Borough Council is short staffed. A lot of the assessments are not robust; the traffic assessment is not robust, the noise and air quality assessments are not robust. There is a travel plan but there is no detail with how they

will deal with the site being in an unsustainable location; there is no footpath on Ruin's Barn Road so no one walks there, there are very few cyclists. There will be three hundred extra car parking spaces in this application.

SBC S Stephen said that at the pre-planning meetings, it was felt that they did not answer the questions on traffic or traffic planning. Very concerned about air quality as they were unable to say what was coming out of the chimneys. There were very real issues on Ruin's Barn Road when the hub was being built, the construction traffic was horrendous with HGVs on country lanes. The hub was a thumbnail size compared to this application. This will only produce one hundred jobs so why do they need three hundred parking spaces? They do not seem to be interested in public transport or cycling. The proposal is massive and totally out of keeping with the area.

Cllr Rich said we should prepare a very good professional response to the proposal. The Council needs to highlight that it is a very different type of proposal. It says it is fifteen minutes from the motorway but this is not the case for lorries which cannot come through the 6'6" wide country lanes so they will have to go through the town.

Cllr Roberts said GW Pharmaceuticals has done all the research and development there and they have an environmental permit for chimneys on the existing building where they are manufacturing their product. It needs to be ascertained by Swale as to whether odours have been monitored which is a condition of the environmental permit. It is a high security site to develop cannabinoid medications.

Cllr Rich **PROPOSED** to object to the planning application: **AGREED UNANIMOUSLY.**

ACTION: Cllr Roberts to draft response.

v. Any other planning matter received by 7 September 2020

Ref: 20/503006/FULL Address: 11 Roseleigh Road Sittingbourne Kent ME10 1RR

Proposal: Erection of single storey rear and side extension (Resubmission of 20/500242/FULL)

Application permitted

Ref: 20/503010/LAWPRO Address: 11 Roseleigh Road Sittingbourne Kent ME10 1RR

Proposal: Lawful Development Certificate for a proposed hip to gable conversion with enlargement of rear dormer

Application permitted

Ref: 20/503121/FULL Address: The Den Tunstall Road Tunstall Sittingbourne Kent ME9 8DX

Proposal: Erection of motor home shelter with associated driveway.

Awaiting decision

10. HIGHWAYS

i. To receive an update

There was no update available.

ii. Parish Highways Improvement Plan Consultation

Cllr Hibben said that following the latest resignation, the Council does not have the man power to take the Parish Highways Improvement Plan forward.

It was **AGREED UNANIMOUSLY** not to pursue the matter at the moment.

11. ENVIRONMENT

Covered under matters arising.

12. CHRISTMAS TREE FESTIVAL

Cllr Hibben said the Parish Council has been invited again to display a Christmas tree at the Festival on 2- 6 December, the Council has participated for several years and people do look for the Parish Council's tree.

Cllr Roberts said it will be a much-reduced festival with fewer spaces to allow a one-way system. Not sure whether it is worth putting much effort into this as it may get cancelled. Cllr Stephen said there are few Councillors available to do this and the Council can wait until nearer the time before deciding.

13. REPORTS FROM MEMBERS

Cllr Rich informed Members that she and Cllr Roberts have been listening in to all sorts of things and it was hard work listening in to the Swale Joint Transportation Board earlier this evening. It is very time consuming but important to do.

14. CORRESPONDENCE

1. 14.08.20- KCC Highways: Pothole data
2. 17.08.20- KCC press release: Economic Recovery Dashboard
3. 17.08.20- KALC SAC Meeting and AGM
4. 18.08.20- KCC press release: Kent Adult Education Family Courses
5. 18.08.20- Swale Borough Council: Solar Together
6. 19.08.20- KALC CEO bulletin
7. 19.08.20- KCC: return of mobile libraries
8. 21.08.20- KCC: arrangements for home to school transport, for the return of schools in September
9. 21.08.20- KCC Highways: Pothole data
10. 21.08.20- South Eastern Railways update
11. 27.08.20- KCC press release: new measures for school transport
12. 27.08.20- KCC press release: back to school campaign
13. 27.08.20- Swale Borough Council Western Area Committee meeting
14. 27.08.20- KCCllr Bowles: Summer newsletter
15. 27.08.20- Highways England- M20 moveable barrier works
16. 27.08.20- KALC & CPRE: Kent Planning White Paper Information online Event
17. 27.08.20- NHS Kent and Medway CCG: Community Bulletin
18. 28.08.20- Swale Joint Transportation Board agenda
19. 01.09.20- KCC: Climate Change Risk and Impact Assessment for Kent and Medway
20. 01.09.20- KCC Streetworks: Urgent Road Closure - Avenue of Remembrance, Sittingbourne
21. 04.09.20- KALC: Dynamic Councillor Course – 1 October
22. 04.09.20- Swale Borough Council: Swale Green Grid Forum Virtual Meeting - 23 September
23. 04.09.20- KALC Newsletter

15. ANY OTHER MATTERS ARISING

Cllr Hibben informed Members that a resident has contacted the Council about the village sign which is becoming dilapidated.

Cllr Rich said that nothing should be done now but this can be looked at in the Spring.

ACTION: Clerk to notify the resident.

Cllr Hibben said the Chairman of the Village Hall has asked if the Council is proposing a service for Armistice Day at the hall, it would be different to previous years as there can be no refreshments.

Cllr Rich said the Royal British Legion thinks that there will not be any organised service for Armistice at the church, it will be by invitation only. There will be more directives from Government. The Parish Council should not be encouraging people to attend an event.

SBCllr S Stephen said Swale Borough Council is awaiting for more information about the town centre service and has agreed that if it goes ahead there will be free parking..

Deferred to the October meeting.

Cllr Hibben said she had carried out an informal appraisal with the Clerk and has set objectives.

Cllr Hibben asked whether Members wished to continue to meet remotely.

Cllr Rich said this should continue as she does not want to worry about social distancing in the Village Hall.

Cllr Stephen said there needs to be face-to-face meetings as well, the public needs to see the Council.

Cllr Roberts said that she wasn't sure if the public understood that they can join the meetings. If this is the way forward more must be done to engage with the public.

KCCllr Bowles said some Parish Councils are meeting in village halls again but most are meeting remotely and getting the public online rather than face-to-face meetings. The first face-to-face KCC committee meeting is being held this week so the County Council is beginning to get back to normal.

Cllr Stephen said Swale Borough Council has opened Swale House today, this is stage 1 and things are getting back to normal.

KCCllr Bowles said Sessions House will open on 29 September.

Cllr Hibben said the Parish Council will continue to meet remotely and will review the situation going forward. If the meetings are going to be held remotely, agendas need to be posted on the notice boards.

Cllr Rich said this will sign post how people can get on to the meetings.

16. DATE OF NEXT MEETING

Monday 5 October 2020 at 7.30pm

Cllr Hibben thanked everyone for attending.

There being no further business, the meeting closed at 9.10pm.

Signed a true record of the meeting:

Chair

Date: 5 October 2020.