

# TUNSTALL PARISH COUNCIL

## Minutes of the Parish Council Meeting held on Monday 7 August 2017 in the Midwinter Room, St John the Baptist Church, Tunstall.

Present: Cllr Lee Burgess (Chairman), Cllr Roger Sills (Vice Chairman), Cllr Brian Cook, Cllr Wendy Harwood, Cllr Mavis Hibben and Cllr David Nutting; and Mrs W Licence (Clerk).

Also present were KCCllr Andrew Bowles, KCCllr John Wright, SBCllr George Samuel and one member of the public.

### REPORTS FROM MEMBERS OF THE PUBLIC

Cllr Burgess welcomed everyone to the meeting.

KCCllr Wright reported he had opened the school fete which he had enjoyed immensely and has been invited back for lunch. The petition for a school crossing will be further reviewed at the Joint Transportation Board on 11 September. The cost of flashing school warning sign is approximately £4,000 each, there is no costing available for the footpath yet and these two items will be a priority. There is KCC Member Grant funding for charitable and community projects in Tunstall.

KCCllr Wright said the Bearing Fruits Local Plan has been adopted by Swale Borough Council and there is six weeks in which an appeal can be lodged with the Secretary of State. The Sittingbourne Town Centre regeneration has started and will cause traffic issues, there are maps and details of diversions which will be sent to the Clerk. There will be major work in the South Sittingbourne Division to resolve the traffic issues around the Memorial Hospital and this will benefit everyone in the Division to be able to access the hospital and doctors more easily.

Cllr Hibben said Councillors have met with Kent Highways and will be looking for funding for a gully by the Village Hall. KCC Highways approval will be required if the residents of Doves Croft agree to install bollards on the verge.

SBCllr Samuel reported he has Member Grant funding available for projects in Tunstall and would be willing to support work at Coffin Pond.

Cllr Nutting said KCC has accepted responsibility for Coffin Pond.

SBCllr Samuel said the Local Plan has been adopted although there is some resistance to some of the sites in it. Woodstock and Tunstall do not have any sites in the Local Plan, if there were no Local Plan it would be disastrous as it would be difficult to turn down development. Milton Road is now closed due to the Town Centre regeneration which is moving forward for stage one.

Cllr Nutting said he and Cllr Hibben had briefly discussed the pro and cons of having a Neighbourhood Plan with Swale Planners at a recent unrelated meeting. There is concern in the Parish Council that although the boundary has been defined and sites have been identified, as to how secure is Tunstall and whether the Parish is vulnerable in the next fifteen years with windfall sites.

KCCllr Wright said the Planning Inspector has directed the plan needs to be reviewed in five years time so consideration will be given to strategic availability. There will be a need for more houses as the population grows but the infrastructure needs to be in place before further development takes place.

KCCllr Bowles said there are allowances for windfall sites in the Local Plan. The Swanstree Avenue Appeal has been withdrawn as it was recognised it was not valid under the Local Plan.

Cllr Hibben asked about expansion of the Kent Science Park and future developments which could result.

KCCllr Bowles said that an expansion in jobs at the Kent Science Park could create the need for more housing, which some might say would be worthwhile with the offer of highly skilled jobs for the area. However, Junction 5a would need to be put in place.  
Cllr Burgess thanked the Councillors for attending the meeting and for their reports.

#### **1. WELCOME AND APOLOGIES FOR ABSENCE**

Apologies had been received from Cllr Ian Davison (holiday): apology accepted.  
Apologies had also been received from SBCllr Derek Conway (holiday): apology noted.

#### **2. DECLARATIONS OF INTEREST**

None were declared.

#### **3. MINUTES OF THE PARISH COUNCIL MEETING HELD ON 5 JUNE AND THE EXTRAORDINARY PARISH COUNCIL MEETING HELD ON 20 JULY 2017**

Cllr Hibben **PROPOSED** to accept the minutes of the meeting of 5 June 2017 as a true record; **SECONDED** by Cllr Cook: **AGREED UNANIMOUSLY**. Cllr Burgess duly signed the minutes of the meeting a true record.

Cllr Nutting **PROPOSED** to accept the minutes of the meeting of 20 July 2017 as a true record; **SECONDED** by Cllr Harwood: **AGREED UNANIMOUSLY**. Cllr Burgess duly signed the minutes of the meeting a true record.

#### **4. MATTERS ARISING FROM THE MINUTES**

##### i. HGVs

Cllr Burgess said this issue had been raised by a resident and there is obvious damage caused by HGVs at Coffin Pond.

Cllr Cook reported Alan Blackburn, KCC Highways, said the repairs to Coffin Pond needs to be dealt with by Alistair Coleman, KCC Drainage, and protection could be put in place to help prevent further incidents. Signs restricting HGV access could be put in place to prevent them using Tunstall as a rat run.

KCCllr Bowles said he has funded signs in other parishes with KCC approval and would be willing to be involved.

*ACTION: Clerk to research restrictions on road, permitted signage and liaise with KCCllr Bowles for a gateway in Hearts Delight Road, Bredgar and Woodstock.*

##### ii. Street light

Cllr Cook said he thought the street light had been isolated for safety reasons.

Cllr Burgess said the current street light is safe but will need replacing within the next twelve to eighteen months.

*ACTION 1: Clerk to obtain quotation for a replacement.*

*ACTION 2: Cllr Burgess to check if the light is working.*

##### iii. Litter bin in Tunstall Road layby

Cllr Hibben reported a new bin is due shortly. A bin in the layby attracts fly-tipping

Cllr Sills said a sign stating fly-tipping is an offence could be erected.

Cllr Cook asked if CCTV were a possibility.

KCCllr Bowles said Swale Community Partnership has Hawkeye and there is a meeting with the National Farmers Union to discuss the problem of fly-tipping and covert ways to deal with the issue.

*ACTION: Clerk to liaise with KCCllr Bowles concerning signage.*

#### **5. NEIGHBOURHOOD WATCH**

Cllr Cook said that he, Cllr Davison, Cllr Nutting and Cllr Sills attended the meeting to set up a Neighbourhood Watch Scheme and one members of the public attended.

Cllr Nutting said Erin Scott, Volunteer & Watch Liaison Officer, confirmed that the attendance of Councillors constituted public interest for a Neighbourhood Watch Group and notifications could be added to the Parish Council website.

## 6. SPEED WATCH

Cllr Burgess informed Members the Speed Watch report has been uploaded to website. Cllr Cook said he will send reports to the Clerk when available. The Speed Watch sessions have been successful and it is appreciated by residents. Bredgar Parish Council have been using the equipment as well so it is getting worn due to the amount of usage.

*ACTION: Clerk to ask Bredgar Parish Council if they would be willing to share the cost of any repairs.*

## 7. FINANCE

### i. Cheques raised and accounts

Chq. No	Payable to	Reason	Amount
1213	Tunstall PCC	Hire of Midwinter Room: Parish Council meeting	<b>£15.00</b>
1214	Mrs W Licence	Salary and expenses	<b>£193.58</b>
1225	HMRC	PAYE	<b>£49.40</b>
1216	Jane Johnson	Litter picker	<b>£236.96</b>
1217	McCabe Ford Williams	Payroll fees	<b>£39.00</b>
1218	Mr D Buckett	Internal Audit fee	<b>£252.90</b>
1219	Amethyst Horticulture Ltd	Watering planters	<b>£60.00</b>

Councillors considered the cheques raised and Cllr Cook **PROPOSED** the signing of the cheques; **SECONDED** by Cllr Nutting; **AGREED UNANIMOUSLY**.

Cllr Burgess said a vat rebate of £1153.53 has been received.

### ii. To consider the request from the Church for a grant

Councillors considered the application from the church for a grant towards the ceiling and roof repairs.

Cllr Hibben **PROPOSED** to give £1,000 to the church; **SECONDED** by Cllr Sills: **AGREED UNANIMOUSLY**. (Cheque no 1220)

### iii. To consider the request from CAB for a grant.

Councillors considered the application from Swale Citizens Advice Bureau for a grant towards their work.

Cllr Cook **PROPOSED** to give £100 to Swale CAB; **SECONDED** by Cllr Harwood: **AGREED UNANIMOUSLY**. (Cheque no 1221).

## 8. PLANNING

### i. Ref: 17/502905/FULL

Address: Unit D1 - D2 Broadoak Enterprise Village Broadoak Road Milstead Sittingbourne  
Proposal: Erection of a small entrance extension to existing single storey laboratory.

### ii. Ref: 17/503709/FULL

Councillors considered the application and had no comments to make.

Address: 15 Sterling Road Tunstall Sittingbourne Kent ME10 1SJ Proposal: Demolition of existing garage and side lean-to extension, erection replacement single story side and rear extension with external alterations

Councillors considered the application and had no comments to make.

iii. Any other planning matter received by 31 July 2017.

Cllr Burgess informed Members that the appeal for Land at Swanstree Avenue Highsted Road Sittingbourne has been withdrawn by the appellant.

## **9. NEIGHBOURHOOD PLAN**

Cllr Hibben said that she had attended a workshop on Neighbourhood Plans with Cllr Sills and Cllr Nutting. There is a huge cost involved but it would give Tunstall a say in any development. A meeting with James Freeman, Head of Planning SBC, could be arranged.

Cllr Burgess said that sites for development would have to be identified. Currently the Parish is protected by the Local Plan and this will help fight any development.

*ACTION: Clerk to obtain copy of Neighbourhood Planning presentation from Natalie Earl.*

Cllr Hibben said if the Parish Council puts forward sites it could say the type of development it wants.

Cllr Burgess said that training he has attended indicated requests for aesthetics, such as the colour of the door, could be requested but the Parish Council would have no say as to the type of development. Swale is the planning authority. If there is a large planning application the Parish Council can work with Swale. A Neighbourhood Plan is a huge project with huge costs and lots of time required.

KCCllr Bowles said he had been in favour of Neighbourhood Plans but is now less so due to the high cost. A Neighbourhood Plan increases the S106 payment from 15% to 25%.

Cllr Sills said the Parish Council needs to consult with the other parishes in the Five Parishes Opposition Group.

*ACTION: Clerk to contact Monique Bonney to liaise with the Parishes.*

Cllr Nutting said he was concerned the amount of work would be disproportionate to the benefit of a Neighbourhood Plan.

## **10. ENVIRONMENT**

### i. Coffin Pond

This item was deferred to later in the agenda.

### ii. To consider Risk Assessment for floral displays

Cllr Burgess **PROPOSED** to accept the Risk Assessment and the recommendations; **SECONDED** by Cllr Sills: **AGREED UNANIMOUSLY.**

*ACTION 1: Cllr Cook to obtain quotations for signs.*

*ACTION 2: Clerk to chase up Amethyst to move planter.*

## **11. REPORTS FROM MEMBERS**

Cllr Sills reported to Members that he attended the Councillors Conference in July, there was one very good speaker although it was a disappointing event.

Cllr Burgess thanked Cllr Sills for attending on behalf of the Council.

## **12. HIGHWAYS**

Cllr Hibben informed Members that KCC has accepted responsibility for the maintenance of Coffin Pond and may install bollards to protect the wall. Residents in Doves Croft will be consulted about installing bollards on the adjacent verge and will be asked to contribute towards this.

Cllr Nutting said the gully near the village hall does not work and KCC can install one which will cost approximately £2,500.

Cllr Hibben said that at the June meeting the Clerk was asked to obtain a grant for the work. The Clerk said that there needs to be a cost for the work to be able to request a grant.

*ACTION: Clerk to obtain quotation from KCC.*

Cllr Hibben said the white lines at Hearts Delight Road will be refreshed. The undergrowth near the school will be cut back. The redundant road signs which have been identified in Tunstall will be removed and there are some which have been identified as needing cleaning. Cllr Nutting said the school crossing will be considered at the next Joint Transportation Board meeting. The signage outside the school is the responsibility of Swale Borough Council and they are responsible for the TRO on the zig zag lines.

*ACTION: Clerk to contact Brett O'Connell for TRO and to remove signs outside the old school.*

Cllr Sills said that Amey had advised that they could not undertake an appraisal of the current arrangement for traffic calming nor could they provide any idea of cost for this, unless instructed first by KCC.

*ACTION: Clerk to research the timetable of safety reduction work in village and who was responsible for the design.*

Cllr Burgess said the Parish Council had asked for the bollards to be removed approximately two years ago to enable hearses to stop outside the church.

Cllr Burgess thanked Cllr Hibben for her comprehensive report.

### **13. ANY OTHER MATTERS ARISING**

Cllr Cook said he was not happy with the action list as it did not contain sufficient detail.

The Clerk said it was a brief note of the actions from meetings and it would be time consuming to duplicate the detail contained in the minutes.

Cllr Cook asked what PMTS meant.

The Clerk said "payments" and this had been explained in June when it had also been asked.

Cllr Cook asked why there was an "x" next to actions.

The Clerk said it meant the action had been carried out, for example an "x" next to the action "HGVs on next agenda" meant it was on the agenda for this meeting.

Cllr Cook asked why some actions only had dates of when an email or letter was sent and expressed concern there was nothing to indicate what the response was.

The Clerk said that this was because there had been no response to date.

The Clerk suggested to the Chairman that this discussion was not appropriate in an open meeting.

Cllr Burgess said the action list would be discussed after the meeting in closed session.

Cllr Burgess reported the letter regarding the footpath has been sent to the landowners.

Cllr Hibben asked if a copy could be circulated.

*Action Cllr Burgess to circulate a copy of the letter to Councillors.*

Cllr Nutting said he had spoken to the landowner of the footpath to the village hall and was told the owner thought the footpath belonged to the Parish Council. The footpath could now be designated a Public Right of Way because of the number of years it has been used as a footpath.

Cllr Burgess said confirmation of the landowner needs to be in writing to help petition for the footpath to become a Public Right of Way. If it does become a Public Right of Way the maintenance would be the responsibility of KCC.

Cllr Nutting asked if the Parish Council would continue to cut the hedge.

Cllr Burgess said the Parish Council cannot use public funds to pay for such work.

The Clerk said that if KCC cut hedges it will charge the landowner for the work.

*ACTION: Clerk to seek legal advice if Parish Council can pay to cut the hedge of a landowner.*

Cllr Hibben asked whether the school has been asked to design a village sign.

*ACTION: Item for next agenda.*

Cllr Hibben asked whether sites in Sterling Road have been identified for improvement.

*ACTION: Cllr Davison to identify potential sites.*

Cllr Hibben asked if the planters were being watered.

Cllr Burgess said that Amethyst have watered the planters and Fulston Manor School has been approached twice for a quotation.

*ACTION: Clerk to chase up the school for a quotation.*

Cllr Hibben asked if the memorial plaque to Mr Clancy had been confirmed.

*ACTION: Clerk to write to Mrs Clancy for details of wording for plaque and which tree is preferred.*

Cllr Hibben said the phone box has not been removed.

Cllr Burgess said this was BT's responsibility and they will remove it.

Cllr Cook asked for an update of the soft landscaping steering group with Borden Parish Council.

*ACTION: Clerk to contact Borden Parish Council and to ascertain details of soft landscape areas from KCC.*

**14. DATE OF NEXT MEETING**

Monday 4 September 2017, 6.45 p.m. in the Midwinter Room, St. John the Baptist Church, Tunstall.

There being no further business, the meeting closed at 9.30pm

Signed as a true record of the proceedings:

Chairman

Dated 4 September 2017