

## Minutes

Meeting was held in Studdal Church Hall on Tuesday 7<sup>th</sup> May 2024 at 7.30 pm.

### 1. Present and Apologies

#### Present

B Merriman (Chair)  
D Willet  
R Buxton  
D Vickers  
H Densham  
KCC Member Steve Manion  
A Nigol (Clerk)  
8 members of the public

#### Apologies

DDC Member Nick Kenton

### 2. Declarations of Interest

Cllr Merriman declared an interest in item 6 i) finance.

### 3. Approval of the minutes 2<sup>nd</sup> April 2024

The minutes were proposed as a true record of the meeting by Cllr Merriman seconded by Cllr Vickers and all members voted in favour.

### 4. Matters arising from the minutes 2<sup>nd</sup> April 2024

- i) Drain at the bottom of Church Hill is still blocked with mud. Clerk received an email confirming that KCC Highways had visited the site and now waiting for the works to be programmed.
- ii) The missing finger pointers at Boys Hill/Willow Woods Road and missing signs at Roman Road and Waldershare Road have been ordered by KCC Highways.
- iii) Parking issue on the pavement outside Meadow Cottages. Cllr Merriman had distributed some leaflets to the local residents reminding them to ensure they leave enough space for pedestrians and those pushing buggies to pass without having to step into the road.
- iv) Parish Council discussed the lack of internet connection in parts of parish. Cllr Manion agreed to follow up to see whether there are any updates from Building Digital UK who are currently in the process of signing up providers for the next round of Broadband roll out in rural areas.
- v) Clerk had written to the owner of the land opposite Meadow cottages about the overgrown hedge and received a response from the land owner confirming that they will investigate what works needs to be done and agreed to keep the Parish Council updated. Clerk to follow up again.
- vi) The soakaway outside the Outrigger needs clearing out. Clerk to contact KCC Highways.
- vii) It was noted that the tree ringing on playing field was completed.
- viii) The Litter pick was a great success. Cllr Merriman thanked everybody who took part of the annual litter pick.

### 5. Visitors

- i) A member of the public reported that all the white lines on the roads throughout the parish are disappearing.
- ii) A broken road name sign in Ashley was reported by the local resident. Cllr Merriman agreed to send a picture to the clerk who can then report it to the DDC.
- iii) A member of the public wanted to object to the planning application. This was discussed later under the item 11 iii).

## 6. Finance

Cllr Merriman left the meeting.

i) To approve the payment schedule for May was proposed by Cllr Buxton seconded by Cllr Densham and all members voted in favour.

Chq No.

001601 Clerk	April wages	£468.00
001602 Clerk	April exp – One drive	£14.76
001603 P Evans	Allotment grass cutting	£100.00
001604 P Evans	Parish grass cutting Jan-April	£1200.00
001605 H G Services	Playing fields Tree works	£380.00
001606 KALC	Annual subscription renewal	£356.66
001607 B Merriman	Annual Litter Pick expenses & mileage	£45.56

Cllr Merriman returned to the meeting.

ii) Bank reconciliation at 24<sup>th</sup> March 2024

The Current account has a balance of £10,507.61 and the Reserve account has £15,918.62 making a total of £26,426.23 To approve the bank reconciliation was proposed by Cllr Willet seconded by Cllr Densham and all members voted in favour.

## 7. Insurance renewal

The insurance quotes were circulated by the clerk prior to the meeting. Currently we are insured with Hiscox. The premium has gone up from £514.29 to £566.42 Clerk had also contacted Zurich Insurance who also specialises on local parishes and they have quoted £437.00 per annum. The parish Council reviewed both policies and agreed to go with Zurich Insurance as the lowest option. It was proposed by Cllr Willet seconded by Cllr Vickers and all members voted in favour. Clerk to action on renewal.

## 8. Annual review

Cllr Merriman proposed to exempt from the external audit as we are a local authority with the income less than £25K. It was seconded by Cllr Vickers and all members voted in favour.

## 9. Annual Review of Documents

Asset register needs updating on the website. Clerk to update on the website once the insurance cover has been updated. Standing orders-no alterations required. Code of conduct- no alterations required. Financial regulations- no alterations required. The risk assessment- no alterations required. Maintenance of physical assets. Cllr Merriman proposed that the council accepts all the documents for another year. It was seconded by Cllr Willet and all members voted in favour. Privacy policy needs updating. Clerk to action and update the review dates on the website.

## 10. Renewal of Grass Cutting Contract

The Council had received two quotes; one for £6,000.00 per year and the other one £4,840 per year The Contractor to provide a proof of an up do date insurance policy. Clerk to action. It was proposed by Cllr Merriman to go with the lowest quote was seconded by Cllr Willet and all members voted in favour.

## 11. Local Community

- i) Cutting back the shrubs in the Memorial Garden. Cllr Merriman suggested to reach out to the external contractor to get the quotes. Clerk to action. To go on June meeting agenda.
- ii) Felled trees bordering Strakers Hill. Clerk had written to DDC Tree and Horticultural Officer about the felled trees on the Strakers Hill boundary of land belonging to The Homestead and received a response: *“Thank you for your enquiry. This is very sad; I made a site visit and it looks as if at least two or three very large trees (possibly Oak) have been felled. Unfortunately, there is nothing to prevent a landowner from felling their trees provided that they are not situated within a conservation area or the subject of a tree preservation order (TPO). Had the Council*

*been aware before the event, we could have considered making a TPO to secure their retention. I note that there is one Oak remaining that I thought was located on adjoining land but having looked at our mapping system against the land registry boundaries it looks as all the trees could be under the ownership of Downs View, the property to the north."*

The Council had a discussion whether the parish council should map and elect the trees for a TPO before they can be destroyed. Cllr Merriman agreed to create a letter for local residents if they want to nominate any local trees to be protected. This information can be shared in social media to get local residents involved. To go on June meeting agenda.

- iii) Highways Improvement Plan. Cllr Merriman and Clerk had a virtual meeting with DDC Highways Improvement plan representative regarding the speed limit in Sutton, Forge Lane. The main issue is that the accidents have not been reported to the police. Also there is cost around £3,000 for the traffic regulation order plus design fees £1,680.00 The Council decided to not take it any further at the moment. Cllr Willet raised concerns about the overgrown hedges in the parish that need cutting back. To go on June meeting agenda.

## **12. Update from Planning Enforcement regarding 12 Meadow Cottages, Goldstone and Hollow Sutton Vale Caravan Site. Great Napchester Farm.**

- i) **ENF/22/00073 – 12 Meadow Cottages** This case is currently still under investigation. The investigating officer is in contact with the landowner.
- ii) **ENF/22/00125 – Sutton Vale**  
The investigating officer is awaiting the submission of a planning application.
- iii) **ENF/22/00228 – Goldstone Farm**  
This case is currently under investigation. The investigating officer is in contact with the landowner.
- iv) **ENF/24/00097 - Great Napchester Farm**  
Parish Council had written to the Planning Enforcement Officer relating to Great Napchester Farm and had received a response:  
*"I write further to your email relating to a number of matters at Great Napchester Farm. All of which have previously been investigated by The Planning Enforcement Team in the past.*

---

*In the order set out in your email;*

1. *The Planning Permissions for the site can viewed using the following link [Search Results \(dover.gov.uk\)](https://www.dover.gov.uk)*
2. *Alterations were carried out to the existing access. Whilst the works would have required planning permission it was considered not expedient to pursue any formal enforcement action.*
3. *A change of use has not occurred to what has been referred to as a stable. Internal alterations have been carried out, but these do not require planning permission.*
4. *No alterations have been carried out internally to the listed farmhouse that require Listed Building Consent/Planning Permission.*
5. *Material was deposited on the site, for planning purposes it was not expedient to pursue formal enforcement action however I understand that the Environment Agency required the landowner to remove some of the materials.*
6. *What has been referred to as a former workshop, if we are talking about the same building this has been a rental cottage for in excess of ten years and therefore is immune from enforcement action and lawful through the passage of time.*

*Where it has been established that work has been carried out on the site without planning permission, a planning application has always been invited. The Council do not have the power to make a landowner apply for Planning Permission but where an application is invited and not submitted, we consider the expediency to take formal action taking into account all material planning considerations. Enforcement action is not taken just because development is carried out without planning permission, only when it is expedient to do so.*

*For further information please see the Councils Planning Enforcement Plan [Planning Enforcement Plan \(dover.gov.uk\)](http://dover.gov.uk) and government guidance [Enforcement and post-permission matters - GOV.UK \(www.gov.uk\)](http://www.gov.uk)*

Cllr Merriman agreed to write a response to the Enforcement Officer.

### **13. Local Planning**

For consideration by Councillors:

- i) 24/00387 Strawberry Cottage, Northdowns Close, Ashley, Kent. Erection of rear extension. To support the application was proposed by Cllr Vickers seconded by Cllr Buxton and all members voted in favour. Clerk to submit the response to DDC Planning.
- ii) 24/00346 – Woodside, Strakers Hill, East Studdal, Kent Installation of an air source heat pump. To support the application was proposed by Cllr Merriman seconded by Cllr Buxton and all members voted in favour. Clerk to submit the response to DDC Planning.
- iii) 24/00408 Koringi , Downs Road, East Studdal, CT15 5DB. Proposal: Erection of an outbuilding. The Parish Council decided to object to the planning application due to the following reasons: It is an over development for the size of the plot. The proposed development will have an adverse impact on neighbouring properties, such as by affecting their privacy, light, and outlook. This is the same application refused last year (23/00055) under a different name. The proposal is only feet away from the neighbours boundary and will cause considerable noise and disruption as well as being out of character and overbearing. The neighbours have already suffered some structural damage to their garage due to deep excavations and footings laid last year. To object the application was proposed by Cllr Merriman seconded by Cllr Willet and all members voted in favour. Clerk to submit the response to DDC Planning.

Noted:

- i) 24/00189 Fourwinds, Pommeus Lane, Ripple, CT14 8HZ. Erection of 2 side/rear extensions, rear balcony with glass balustrade, rear raised decking/steps, replacement roof, dormer windows to front and rear elevation with 7 rooflights to facilitate a loft conversion (existing side and rear extensions to be demolished). Planning permission granted.

### **14. Section 106 contribution from East Studdal Nurseries in Downs Road**

The Parish Council discussed the options for the use of the money and which equipment would be suitable for the playing field. Cllr Merriman had spoken to the voluntary group called Sparc for their recommendations regarding the playing field equipment in order to put in the claim. They had provided a list of suggestions. To go on September agenda.

### **15. Update on resubmission of application to KCC to adopt Three Horseshoes Green as a Village Green**

There was no further update. To go on June meeting agenda.

### **16. Report from DDC/KCC**

KCC member Steve Manion reported on the following:

- i) More unaccompanied children migrants arriving on boats.

- ii) Update on tackling the potholes.

### **17. Playing Field**

- i) The Chair thanked Cllr Willet for fixing the dog waste bin.
- ii) The Playing field needs an urgent cut. Cllr Willet agreed to cut the grass before the new contractor starts. Clerk to follow up with the new contractor.

### **18. Allotments & Orchard**

- i) Allotment availability. Clerk to advertise on the website and social media.
- ii) Erection of a shed and greenhouse by allotment holder. Parish Council agreed on £5 extra cost for extra 28m<sup>2</sup> to go up from £15 to £20. Clerk to inform the allotment holder.
- iii) Allotment grant update. The grant application was rejected as it needs more information. Clerk to follow up and resubmit the application. To go on June meeting agenda.
- iv) The gate posts need replacing. Clerk to ask for some quotes. To go on June meeting agenda.

### **19. Correspondence**

These were noted:

- i) KCC consultation on revised validation and guidance for planning process.
- ii) DDC Local plan modification

### **20. Parish Councillor vacancy**

- i) Two vacancies at the moment. The vacancy posters to go on the website and notice boards. Also to be advertised on social media. Clerk to action.

### **21. Any other business to report/matters to discuss**

- i) Overgrown hedges within the parish. Cllr Willet is concerned about the amount of overgrown hedges along roads where there are no footpaths.

### **22. Date and status of next meetings**

Annual Parish Meeting on 21st May with starts at 7:30PM– Studdal Church Hall.

Meeting closed at 21:10

A Nigol

Parish Clerk