



**Minutes of the Meeting on 1<sup>st</sup> October 2018 at 19.30 hrs  
Appledore Village Hall**

**Present**

Cllrs: James Perkins (Chair), Helen Hennig, Roger Hiskey, Lyndsey Jenkins, Charles Wilkinson, Chris Vane and Derek Winter.

In Attendance: Clerk Mary Philo.

Members of the Public: 6

**1. Formalities**

I) The council was quorate.

LGA Act 1972 sch12, 12/28/45

II) Apologies had been received from Cllrs Hill and Burgess.

LGA Act 1972 sch12, 12

III) Declarations of interest and dispensations: None.

Code of Conduct

**2. Approval of Draft minutes**

**It was resolved to agree the minutes of the meeting held on 3<sup>rd</sup> September 2018 as a true record.** Proposed Cllr Wilkinson and seconded Cllr Vane. LGA Act 1972 sch12,19.1

**The meeting was adjourned at 19.37 hrs.**

**Public Questions**

**Removal of Dog Waste Bin at Court Lodge Road** – Following the survey of litter and dog bins, Ashford Borough Council had decided to combine these bins in the future. As each bin was reported as being defective in some way, a review was taking place as to whether to replace the bin. Court Lodge had been deemed an unsuitable location and the dog waste bin had been removed. The clerk was requested by a member of the public to request its replacement.

**Sale of the Council Field and Proposed Projects** – A member of the public requested that the plans for the village hall to be open for public discussion. Concern was expressed that the village would not have an opportunity to comment on the plans once a contract had been signed with the developer. It was explained that this was not correct and the council had already announced its' intention to consult. There followed a detailed discussion and explanation of the key issues covered since the March public meeting. Reference was made to the recent parish magazine articles: the question and answer section resulting from questions raised by the public and the letter in the latest edition on the hall refurbishment. All the questions raised through the magazine had been answered. Many of the concerns raised in the letter were not in the hall refurbishment plans. The council would consider whether to leaflet to update residents on progress since the March public meeting. Members of the public believed that publishing even limited information would improve understanding. Cllr Hiskey advised that when recently contacting residents there was a

level of concern that they were unaware of the exact detail of the sale of the council field and the proposed project plans. He believed that the petition of about 25 residents calling for the parish council to hold a public meeting to discuss the village hall refurbishment reflected the opinion of those he had spoken to.

### **The meeting was reconvened at 20.30 hrs.**

### **3. Finances**

I) As at 30<sup>th</sup> September 2018 the balance stood at £49,255.41.

II) PK Littlejohn LLP External Audit report approved the annual return for the year 2017 – 2018, with no causes for concern or any other comments.

III) Income received:

£680.44 Solar panel fit payment: July August September

£13,0900 Remaining half of the Precept

£900.00 Remaining Concurrent functions Grant

£0.80 September bank interest

£60.99 Public donations from the toilets. Total donations to date £ 1,681.67

II) Cheques raised since the last meeting:

£971.03 September salaries

£195.60 HMRC paye

£77.43 Castle Water Limited: fresh water supply for public toilets July to December 2018

II) It was resolved to draw the following:

£240.00 PKF Littlejohn LLP Accountants: external audit (vat refund £40)

£50.71 VR Sani-Co Ltd: Quarter bill for emptying bins at public toilets (vat 38.45)

£53.40 M Philo Admin Costs: Room £30, Car £23.40

£58.50 T P Jones & Co LLP: July – September Payroll (vat £9.75)

£27.48 KCS : toilet requisites

£40.00 J Peachey Ltd: Cleaning of Solar Panels

### **4. Planning**

Town and Country Planning Acts 1990

sch1/2010

I) Ashford Borough Decisions Advised: None.

II) New applications for A.P.C. to consider and vote on:

a) **18/01374/AS listed building consent – Appledore Train Station: 2 GSM help points at Appledore Station. Includes Audio Frequency Loop (AFIL) systems for hearing-aid users. 1 x wall mounted on platform 1. No. 2.7m Help point mounting post on platform 2. It was resolved to support the application.** Proposed Cllr Winter and seconded Cllr Hennig.

b) **18/01376/AS - Hornes Place Oast, Kenardington Road: Change of use from c3 dwelling house to Sui Generis (holiday Let), replacement timber gate, works to pond, timber decking and jetty and play area (retrospective). It was resolved to comment as follows: The council is concerned that this location appears to be used more as an events location rather than a regular holiday let. The number of noisy events would not be acceptable. The council will rely on the relevant authority to check the fire regulations and traffic accessibility.** Proposed by Cllr Winter and seconded by Cllr

Hennig.

c) **18/01399/AS & 18/01400/AS - Church of St. Peter and St. Paul:1. Dismantling and rebuilding of an external toilet and boiler house attached to the north side of the church tower. 2. The same. It was resolved to support the application.** Proposed by Cllr Vane and seconded by Cllr Jenkins.

5. tgdesigner homes had asked if, in order to reduce the number of lorry movements that would result from taking away the excess rubble from returning Magpie Drive to its original size, if that rubble could be neatly left on the field to be used in the future residential development. It was noted that this developer was still keen to work with the council should contracts not be signed with Martello. **It was resolved that the rubble arising from the reinstatement of Magpie Farm drive width, could be left on the field subject to the agreement of the developer with whom the council was working but the responsibility for the removal of the rubble would remain with tgdesigner homes as or when the parish council signed the contract.** Proposed Cllr Winter and seconded Cllr Jenkins. A majority vote with one abstention and one vote against from Cllr Hiskey.

#### 6. **Community Transport**

Rolvenden Parish, as the pilot scheme, had received its mini bus and was up and running. Cllr Hennig welcomed Cllr Hiskey's assistance. It was noted that Appledore Good Neighbours Scheme had advertised for volunteer drivers as they needed more drivers.

#### 8. **Highways and Byways** (items 8 - 11 were brought forward)

**Route Study** - Following on from the Route Study and as previously advised the Kent Highways Schemes Planning and Delivery Team Manager and Project Manager visited Appledore on 25<sup>th</sup> September. This enabled all the places of concern to be seen by the visitors at first hand. Cllrs Hennig and Wilkinson then met round the table for a full discussion about the outline improvement plan and the potential options towards solutions. This had been a fruitful meeting and as a first step agreement for 8 traffic and speed surveys to be conducted in the coming weeks. Highways will pay for 60% of the survey cost. Other matters discussed included flashing speed devices. These are only allowed in 30 mph areas and can only remain in one location for a maximum of 2 months. Devices in 40 mph areas, which are static only, are being phased out. The Highways team will produce a drawing showing the current speed limits and location of all existing speed limit signs to help towards decisions on possible future changes. The officers also recommended small improvements to speed reduction before major ground works. Once finer details are available the public will be consulted.

**Wish Bridge** - Further trees had been removed to improve visibility. Crash data was now showing that the recent accident, as a result of which two cars had crashed into the stream, was not due to speeding.

**School Road Accident** - Injury status of the crash data for the 24th June accident had been down-graded from serious to minor.

**Court Lodge Road Verge Posts** - Highways had written to the appropriate residents advising that the very small verge markers they had installed were illegal and that those residents would be liable for any accident claims that might arise while the posts were there. These small posts had been removed. It was noted that it was also questionable as

to the legality of leaving notes on cars.

**Court Lodge Road Residential Enabling Car Park:** Site meeting scheduled for the 12<sup>th</sup> October so as to resolve the deadlock over the archaeological mound.

- 9. Village Hall Report** (Cllr Jenkins)  
The Wednesday coffee morning is now well supported. The current village hall treasurer, Will Rolston is stepping down as he was moving away, therefore the trustees are looking for a volunteer to help with their finances. There are many more events planned for the coming months, details which can be found in the village magazine and 'What's On' leaflet. The Battles Over Commemoration of the end of WW1 will now be taking place at the village hall starting at 6pm and not at the recreation ground as previously indicated.
- 10. Friends of Appledore Station** (Terry Blaney)  
The group Chairman is Terry Blaney, Treasurer is Garry Morgan and the Secretary is Jenny Smith-Andrews. The group advised parking charges will be brought next year.
- 11. Information for Councillors**  
**14<sup>th</sup> November Ashford Association of Local Council** meeting 7pm civic centre.  
**Highways Parish Seminar** 9<sup>th</sup> November 9am – 12.30pm Spitfire Cricket Ground Canterbury. Bookings open till 17<sup>th</sup> October. – topics included: winter 17/18; pothole blitz; coordination of roadworks – utilities; third party scheme – a parish perspective. Cllrs Hennig and Wilkinson would attend.  
**13th December – KALC biannual Chairman's (Vice Chairman's) Conference** – chairman to check his diary.  
Mid November (around the 17<sup>th</sup>) **KALC AGM** – Cllrs Hennig and Perkins would check their diaries  
**Trough outside Church** – Cllr Hennig requested the council to consider ways to improve the trough, which currently looked a little unsightly.
- 7. To discuss communication with the public regarding the sale and development of the parish council field including the capital projects to be funded from the sale.**  
Many of the points previously mentioned under the public session were covered again, in particular the merits of open days as opposed to a public meeting. Cllr Hiskey requested that the petition be mentioned in the minutes and this has been done as part of the public session notes. It was decided that a question and answer session would be held at the next meeting on the 5<sup>th</sup> November at approx. 7.30pm with the regular council meeting starting at 7.00 pm. This question and answer session would be advertised by a leaflet to residents. The leaflet would summarise progress made on the council field sale. The attached leaflet to form part of the minutes.
- 12. Date of Next Meeting**  
5<sup>th</sup> November 2018, 19.00hrs in the village hall.
- 13. Pursuant to section 1) of the Public Bodies (Admissions Act) 1960, it was resolved that, because of the confidential nature of the business to be transacted, the public and press leave the meeting during the consideration of:**

**Letter to solicitor to draft an agreement for the sale of the council field in exchange for proposed refurbishment projects with cash payment.**

Proposed Cllr Perkins and seconded by Cllr Winter.

(1972 LGA sch 12A part1.1.)

The draft covering letter and terms were reviewed: some amendments were made and **the council resolved to agree the amended version.** Proposed Cllr Vane and seconded Cllr Jenkins (1 abstention)

The meeting closed at 22.30 hrs.

**APPLEDORE PARISH COUNCIL**



**Sale of the Parish Council Field for Residential Development**

**Improvements to Appledore Village Hall and Recreation Ground, Road Safety improvements, Refurbishment of the Public Toilets and proposed Linear Park**

**UPDATE NOVEMBER 2018**

In March this year we held a public meeting and made a presentation to update residents on progress with the proposed sale of the Parish Council Field for residential development. A copy of the presentation is available on the Appledore website: [www.appledorepc.kentparishes.gov.uk/agenda-minutes](http://www.appledorepc.kentparishes.gov.uk/agenda-minutes)

We confirmed that we had commissioned an independent valuation of the field and received offers from two developers, that we are legally obliged to spend the income from the sale on capital investment projects and that we would bring forward a list of proposed investment projects for public discussion at the 9 April Parish Council meeting.

After the public session of the meeting the Parish Council went into private session to discuss proposals from the two developers. At the end of the discussion we voted to accept the proposal from Martello Developments Ltd (at that time named Hastings Redevelopment Ltd).

At the 9 April Parish Council Meeting we discussed the proposed project list and invited suggestions from residents as to how the proceeds from the sale of the field might be spent. These were as follows:

**Village Hall** Extension to the hall, complete refurbishment, car park improvements

**Recreation Ground** New car parking area, safety improvements to the play area, new/repared surface to the MUGA/tennis court, improvements to the pavillion

**Public Toilets** Complete refurbishment

**Heathside children's play shelter** New roof

**Road Safety Improvements** To be identified from the Route Study Report conducted by Kent Highways

Since April we have considered the payment options put to us by Martello and negotiated the framework of our agreement. As part of the negotiation we have developed an initial design and specification for the Hall. We have also commissioned an independent estimate for the complete project list and developed a proposal for a linear park through the village. All of this work is detailed on the following pages.

## **Proposed agreement between Appledore Parish Council and Martello Developments Ltd**

The Parish Council considered two options for payment for the field:

1. Cash only
2. Capital projects to be built by Martello with a cash balance paid to Appledore Parish Council. The cash balance will be designated to road safety projects.

### **Cash Only**

The benefit of a cash only option is that it gives the Parish Council complete freedom in the implementation of the capital projects list.

The drawbacks are:

- Payment would be subject to a successful planning application - a potential delay of up to 12 months.
- Implementation of the project list ourselves would incur additional costs in planning, project management, quantity surveyor and architectural fees in the region of £90,000.

### **Capital projects to be built by Martello with a cash balance paid to Appledore Parish Council**

The benefits of the capital projects being completed on our behalf by Martello are speed of delivery, reduced administrative burden on the Parish Council and thereby reduced cost, working with a single contractor and no additional fee payments for project management and architectural services.

The Parish Council voted on 13 August 2018 to take the option of capital projects being built by Martello with a cash balance.

Both the Parish Council and Martello appointed independent Quantity Surveyors to cost the major items on the project list. Both sets of figures came to a total higher than our available budget.

After negotiations Martello agreed to complete all of our projects for the available budget and to pay the designated cash balance immediately contracts are signed.

Appledore Parish Council will appoint an independent Quantity Surveyor to monitor the quality of all project work.

All legal, planning, architectural and quantity surveyor fees will be paid by Martello.

Sales of no more than 50% of the new open market houses on the Parish Council field can be completed until all of the Parish Council projects are finished and approved.

Appledore-based businesses will be invited to quote for sub-contracted projects.

A detailed contract framework between Martello and the Parish Council has been agreed and our solicitors are in the process of drawing up the contract.

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## **Proposed refurbishment and extension of the Village Hall and improvement of the car park**

The Parish Council is proposing to invest over 50% of the income from the sale of the field in the Village Hall and car park.

Initial designs for the hall have been developed, at this stage they are only for budgeting the project and can be amended after the contract with Martello has been signed.

The design brief used the research conducted during the Village Hall Events Week in 2017, for which over 100 Appledore residents completed questionnaires.

In addition the Village Hall trustees gave a detailed overview of how the Hall works for current users and how they intend to widen the appeal of the Hall to significantly more Appledore residents in the coming years.

### **The design proposal includes:**

#### **Hall Exterior**

Remove pebbledash, replace with flat render. Extend the building to the rear, creating a second, 'small hall'. Clad the new extension and existing side extension in cedar to differentiate from the original building.

Create new pedestrian accesses from The Street and the car park so that pedestrians and cars will no longer share the same access. Complete the far end of the car park to create four additional parking spaces, tarmac the surface and mark parking bays to create four further parking spaces. Create two dedicated disabled parking bays.

#### **Hall interior**

##### **Main Hall**

Remove the false ceiling to reduce overheating when the Hall is used by a large number of people and provide a more contemporary space. Improve insulation at roof level. Improve lighting to allow flexibility for different events. Create a new storage area for tables and chairs - to also be used as a cloakroom.

##### **Small Hall**

For use by smaller groups, can open out to create a larger space. Can be used independently of the main hall.

##### **Kitchen**

Two areas, one for cooking and serving, the second for storage, preparation and washing-up.

##### **First floor**

Convert the loft into a meeting room with extensive storage. This space could also potentially be used as a 'home' for the History Society.

The proposed improvements will allow the hall to be used for up to three activities simultaneously.

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### **Proposed Recreation Ground Improvements**

Upgrade to car parking, upgrade to surface of the MUGA/tennis court, safety improvements to children's play area, improvements to the pavilion, new storage building for sport and grounds maintenance equipment.

The Parish Council has recently held an initial briefing session with Recreation Ground Management Committee trustees and will meet the full committee in the coming weeks for detailed discussions and input.

### **Proposed Road Safety Improvements**

A significant amount of money from the sale of the field is designated for road safety improvements. We have also committed an additional £30,000 from our reserves.

The Parish Council has been discussing road safety proposals with Kent Highways for over two years. Progress has been painfully slow, however a recent visit to Appledore by senior members of the Highways team has produced positive results.

When a detailed framework for the proposals has been finalised it will be made public.

### **Proposed Linear Park**

The Parish Council is proposing to group together pockets of land fronting The Street from the Village Hall to the entrance to Hawthorn into a linear park through the village.

The land is owned by The Village Hall Trustees, Appledore Parish Council, Ashford Borough Council and Highways. We have not yet discussed the idea for the park with the full Recreation Ground Management Committee.

The park will comprise of grassed areas with intensive bulb planting, landscaping and an open courtyard between the pavilion and the public toilets. There will be a number of benches through the area, improvements to footpaths and a pedestrian zebra crossing near the public toilets.

Our aim is to enhance the appearance of the village and create an amenity space for residents, particularly for the elderly and those with young children who may find walking in the surrounding countryside difficult.

Martello Developments have offered to pay for the landscaping and bulb planting of the Park. Appledore Parish Council will pay for the ongoing maintenance.

### **Public Presentation and Q&A session 5 November Appledore Village Hall 7.30pm**

The Parish Council will make a presentation showing plans for the proposed refurbishment & extension of the Village Hall and the proposed Linear Park

The presentation will be followed by a one hour question and answer session