WILMINGTON PARISH COUNCIL

**Minutes of the Meeting held on Wednesday 13th January 2020 commencing at 7.00pm**

**MINUTES**

*COVID-19 2020 Regulations Statement*

*The COVID-19 Coronavirus pandemic and the unprecedented Government measures in response to the crisis (e.g. prohibitions on gatherings, social distancing, self-isolation and shielding of those deemed to be the most vulnerable) has meant that the requirement for local authorities to hold public meetings in person with all Members present in one place cannot currently be met. The statutory requirements for meetings are mainly contained in the Local Government Act 1972 (“the 1972 Act”) and the Public Bodies (Admission to Meetings) Act 1960 (“the 1960 Act”).*

*In recognition of the difficulties of holding and attending meetings, the Government included s.78 in the Coronavirus Act 2020 and provided the Secretary of State with the power to make Regulations for the provision of holding alternative format meetings.*

*As such, this Meeting was held under terms agreed by Members namely to conduct the Council business remotely by Zoom with decisions recorded by the Clerk.*

**Members Present:** Councillors Mrs M Peters (Chairman); Mrs A Allen; Mrs S Brown; Ms T Jones; Mr B Garden; Mr D Pickersgill; Mr S Parsons and Mr J Swift

1. **Apologies for Absence/Non-Attendance**

Councillor J Beschizza *(Dispensation granted)*

1. **Declarations of Disclosable Pecuniary or Prejudicial Interest**

Councillor Mrs A Allen declared a personal and prejudicial interest in Agenda Item 10 (xi) and took no part in the consideration of the subject matter

1. **Public Participation**

NONE

1. **Minutes of the Previous Meeting**

It was noted that the Minutes of the Meeting held on 7th October 2020; 4th November 2020, 2nd December 2020, 13th January 2021 would be approved and adopted at the next physical Meeting of the Council

1. **Actions Taken Following the Meeting held on 2nd December 2020**

The actions taken at the Meeting’ held on 2nd December were noted being –

1. 16th December 2020- Documentation signed by Councillor Ms Jones [Agenda Item 2 (a)]
2. 4th December 2020- CPRE Membership renewed [Agenda Item 7 (e)]
3. 10th December 2020- Contact made with Dartford Cricket Club [Agenda Item 9 (g)]
4. 7th December 2020- Contact made with Dartford Borough Council’s Parks and Open Spaces Manager [Agenda Item 8 (a)]
5. 4th December 2020- Contact made with Fair Co-ordinator [Agenda Item 9 (a) (ii)]
6. 3rd December 2020- Website and Facebook post to residents to submit images of houses lit up for Xmas [Agenda Item 9 (c)]
7. 17th December 2020- Contact made with Council’s Arboriculturist [Agenda Item 9 (h)]
8. 4th December 2020 Letter issued to Councillors for Princes Ward on Dartford Borough Council [Agenda Item 12]
9. **Urgent Items**

The Chairman announced that the inclusion in the Agenda of the ‘Urgent Items’ as tabled had been agreed

1. **Finance**
2. **Financial Statements**

The Financial Statements for the month ended 31st December 2020 were approved

1. **Government Support Grant**

It was noted that a Government Support Grant of £1,318 would be received in 2021/22 payable in two instalments

1. **Precept Base**

It was noted that the Precept Base for 2021/22 was 2977

1. **2021/22 Budget**

Having been circulated prior to the Meeting, the Budget for 2021/22 was approved

1. **Covid Grant**

It was noted that the COVID Grant of £3,600 had been received from Dartford Borough Council

1. **Matters Arising from Previous Meetings of the Parish Council (Not covered Elsewhere in the Main Agenda)**
2. **2020/21 and 2021/22 Projects**

To receive any update on –

* + 1. It was noted that the Clerk would contact ‘Bayliss Landscapes Ltd’ suggested by Dartford Borough Council for advice for improving and restoring the area and report back to Council in the February meeting **[AP]**
		2. It was noted that the Groundsman had volunteered to install the Community Rocks at the Pavilion in the Spring **[FN]**
		3. It was noted that the replacement of the wooden posts in the Village Centre be incorporated with the repairs to the area following the crash in the Village on 12th January 2021. **[FN]**
		4. It was noted that the Clerk would meet with tree surgeon to progress the Parish’s participation in Countryfile’s ‘Plant Britain’ **[AP]**
1. **Litter Enforcement Oakfield Park**

It was reported from Councillor Garden that there had been no response from the community trigger and no residents have come forward to report any further incidents.

The Enforcement Officers had been placed on furlough at this present time.

It was agreed that this item is deferred until Spring.

1. **Items for Discussion**
2. **Updates on Parish Initiatives**
3. Wilmington Fair 2021 – No report
4. Christmas 2021- It was noted Councillor Brown would look at initiatives for the future with possible school involvement
5. **Oakfield Park CCTV**

It was noted that this would be looked at within Agenda Item 12 (b) Oakfield Park Pavilion- rejuvenation- Long term project

1. **Oakfield Park Foot Scrappers**

It was noted that Clerk would provide costings for 7 Foot Scrappers at Oakfield Park and decision be made at the February meeting taking into consideration H&S and maintenance concerns **[AP]**

1. **Oakfield Park Pavilion Roof**

It was noted that Clerk would report back at the February meeting the next course of action following a further inspection from JJ Renovations Limited **[AP]**

1. **The Pound**

It was agreed that:

1. The Parish Council would take responsibility for the Pound as it holds a lot of history and the Parish have been involved in the past with supplying the area with a bench and green plaque.
2. It was noted that the Clerk would make contact with the owner and also the developers with a view of working together for the required work on the wall **[AP]**

**(f) Damaged Street Light Column**

It was noted that Councillor Mrs Allen would look into the history of when the street lights were installed and provide the Clerk with any information and that Councillor Garden would also assist.

Clerk to consult with all members before any action being taken **[AP]**

**(g) Damage to Village Centre**

It was noted that Clerk would retrieve the CCTV from the Memorial Hall camera and forward to the investigating officer at the Police and contact would be made with both Dartford Borough Council and Kent County Council to establish responsibility for the various remedial work with a full report to be presented to Members at the February Meeting of the Council **[AP]**

1. **Planning Applications for Consideration and to Note Any Comments or Observations submitted to the Planning Authority**

*In the light of the Chairman and other Members positions on the Principle Authority’s Development Control Board, the Item was chaired by Councillor*

*D Pickersgill*

*Applications were considered with any comments already submitted to the Planning Authority noted. The Clerk was instructed to submit any comments or observations made on other Applications to the Planning Authority being* ***[AP]*** –

* + 1. **DA/20/01488/PIP – Land Rear Of 164-173 Hawley Road, Dartford** Application for Permission in Principle for residential development of land for a minimum of 1 dwelling and maximum of 9 dwellings

***No comments/ observations***

* + 1. **DA/20/01414/COU- 122 Hawley Road, Dartford**

Change of use of the property from Class C3 (dwelling house) to Class C4 HMO (house in multiple occupation)

***Comments submitted 17/12/2020- Being a terraced property, the possible significant number of individual residents could result in material harm to the residential amenity of adjacent residents, through increased noise, level of activity and disturbance.***

***The absence of on site vehicle and motor cycle parking will increase on street parking in an area where space is already limited.***

***No secure cycle storage.***

***Concern that when the floor space taken up by the access staircase and the possibility of sloping eves restricting height to less than 1.5 m in parts of bedroom 6, it will not meet minimum standards for an HMO, thus failing to provide good quality living accommodation in accordance with CS17.  Additionally, this room is more than 1 floor from communal kitchen facilities.***

***Concern on the adequacy of toilet and bathing facilities for the possible maximum of 10 residents****.*

* + 1. **DA/20/01567/TPO- 17 Squires Way, Wilmington**

Application for 1 No. Oak tree (T1) to crown reduction of approximately 2.5 metres, to include the lower branches and to remove all dead wood (the lower branches will be trimmed back by 2.5 metres, in line with the rest of the reduction and the finished height would be around 12.5 - 16.5 metres) subject to Tree Preservation Order No.1 1957

***No comments/ observations***

* + 1. **DA/20/01536/FUL- Wilmington Cottage, Oakfield Lane,**

Erection of a single storey rear extension.

***No comments/observations***

* + 1. **DA20/01548/FUL- Malann Stock Lane, Wilmington**

Demolition of existing rear conservatory and detached garage and erection of single storey rear and side extension with a raised patio area to rear and alterations to the front elevation.

***Comments submitted 23/12/2020- Due to the loss of off road parking space at the side of the house and through the demolition of the existing garage, the Parish Council requests that 2 off street parking spaces be provided at the front of the property and that these be retained as such in perpetuity.***

* + 1. **DA/20/01569/FUL- 13 Fernheath Way, Wilmington**

Demolition of existing garage and erection of single storey side/rear extension, re-location of main entrance and alterations to roof from hip end to gable end for provision of dormer window in rear elevation, roof lights in front elevation and window in gable in connection with providing additional rooms in the roof space

***No comments/observations***

* + 1. **DA/20/01478/TPO- Hazelwood, Rowhill Road, Wilmington**

Application for the following arboricultural works: fell and remove the stumps of the following trees - T1 (Plum); T8 (Robinia); T9 (Cherry); T11 (Cedar of Lebanon); G10 (7 no. Lawson Cypress); G24 (3 no. Holly). All trees will be replaced on completion of the development works. Trees T9, G10 and T11 will be replanted with standards to heavy standards as an instant screen is desired subject to Tree Preservation Order No.5 1978

***No comments/observations***

* + 1. **DA/20/01582/FUL- 2 Cherry Tree Lane, Wilmington**

Erection of 1 x 5 bedroom 'passivhaus' dwelling with access, parking, hard and soft landscaping, fencing and amenity space

***Comments submitted 29/12/2020- With an adequate 5 year Deliverable Housing Supply within Dartford, this single additional dwelling within a windfall site is not required to meet housing needs***

***The whole of the site falls in the Metropolitan Green Belt and the Parish Council does not consider that any ‘very special circumstances’ have been satisfactorily demonstrated that would outweigh the basic premise that any development in the Green Belt is ‘inappropriate’***

* + 1. **DA/20/01592/FUL- 1 Hook Green Farm, Hook Green Lane,**

Erection of a two storey rear/side extension

***It was noted that the extension is marginally greater then the 30% allowed for extensions to buildings within the Green Belt but agreed that, as this would be taken into account by the Planning Officer, no submission to the Planning Authority would be made.***

* + 1. **DA/01556/FUL- Acorn Lodge, Oakfield Lane, Wilmington**

Erection of a two storey extension, single storey rear extension with roof terrace at first floor level and raised terrace at ground floor level, roof lights in front and rear elevations in connection with providing additional rooms in the roof space, conversion of integral garage and reconfiguration of vehicular access and parking area, relocation of electric gates to front boundary and associated external works

***No comments/ observations***

* + 1. **DA/20/01598/FUL- 14 High Road, Wilmington**

Proposed demolition and reformation of the existing ground floor extension to provide for a two storey extension, garage conversion to an annex with raised patio to the rear which will be ancillary to the main home and the formation of a detached garage workshop.

**Comments submitted 24/01/2021 “The proposed garage, being of a size, height and depth far greater than that normally associated with a private dwelling garage, and being positioned at the front of the site, it would be a prominent overbearing feature, breaking the natural open-ness of the north side of High Road and  hence having an adverse effect on the street scene.”**

* + 1. **DA/20/01620/TPO- Burnt Oak House, Lucky Stones and Wood at** Grant Mount Cottage, Rowhill Road, Wilmington

Application to carry out various works as per schedule to trees T1-T14 in Burnt Oak House, tree T19 in Lucky Stones and trees T21 and T22 land at Great Mount Cottage subject to Tree Preservation Orders No.3 1964 and 5 197

***No comments/ observations***

* + 1. **DA/20/01617/FUL- Maristow, Church Walk, Wilmington**

Provision of a dormer window in rear elevation and roof lights in side roof slopes in connection with providing additional rooms in the roof space

***No comments/observations***

* + 1. **DA/20/01514/FUL- Wilmington Hall Farm, Broad Lane**

Use of the sight as a Construction Yard to store specialist foundation products together with installation of new modular office building, car parking provision and new sliding gate to existing entrance

***The Parish Council objects to this application due to inadequate access to the site, the increased traffic congestion along Broad lane and possibly use of the restricted width Hook Green Lane as an alternative route to/from the site***

***The proposed site layout does not include swept path analysis for the entrance onto Broad Lane. It is the Council’s opinion that there is insufficient space on Broad Lane for ingress and egress for rigid 4 axle vehicles up to the maximum permitted 12 m, nor for articulated vehicles of up to 16m, both of which are likely to be used for a business of this type.***

***Recognising the bend and vegetation on Broad Lane to the west of the entrance, the visibility splays appear to be insufficient to allow safe large HGV egress, see attached Google Photos***

***The narrowness of Broad Lane with numerous pinch points does not an afford a suitable access for regular large HGV access to the site.***

***The additional traffic generated will exacerbate traffic congestion and pollution in an area close to 4 schools, in particular at the junction with Common Lane and will increase traffic dangers expose the***

***The extent of the proposed office, 10 desks and 10 seated conference area appears to be in excess of the amount of office space required to service a simple storage area, hence may generate further traffic over and above that that may be generated by the simple storage use, and may not be consistent with approved use.***

***Given the nature of the equipment to be stored on apparently porous surfacing there is concern on possible surface soil contamination.***

***Given the possible height of the equipment to be stored on site there will be some adverse impact on the views from the adjacent Green Belt.***

* + 1. **DA/21/00025/FUL- 240 Summerhouse Drive, Bexley**

Demolition of existing garage and erection of a part two/ part single storey side/rear/front extension and front porch with canopy extending over front elevation.

***No comments/ observations***

1. **Chairman’s Updates**

None

1. **Ward Matters Raised by Members**

Councillor Mrs Brown raised the following matters

* + - 1. **Disabled toilet access for allotment holders**

It was agreed that

1. A key would be given to the allotment holders for the outside ladies toilet rather than the disabled toilet due to fact access to disabled toilet could only be made whilst either the Clerk or Groundsman were at work and it was only the ladies who are requesting access **[AP]**
2. It would be reviewed in 6 months time
3. The key would be stored in a key box on the gate at the allotment site.
	* + 1. **Oakfield Park Pavilion- rejuvenation- Long term project**

It was agreed that

1. Cllr Brown, Cllr Pickersgill and Cllr Jones would work together to explore possible funding streams
2. Clerk would engage with Kier Group to set up a non committal meeting to discuss upgrade options.**[AP]**

**(d) Litter Picking**

It was agreed that:

1. The Parish Council would promote and support litter picking activities across the Parish under the ‘Stay Local Objective’ across the Council’s website and Facebook Page.
2. The Clerk would engage with Dartford Borough Council’s Waste and Parks Manager to arrange loan of litter picking sticks and refuse sacks **[AP]**
3. Volunteers to email waste@dartford.gov.uk once they have finished litter picking and the Waste and Parks Team will collect the bags

Councillor Mr Parsons raised the following matter

**(c) Barrier outside Pavilion**

It was noted that

1. Consideration would be given to instal two collapsible bollards in keeping with the park aesthetics
2. Clerk to investigate costings and report back at the February Meeting of the Council for a decision to be made **[AP]**
3. **Items to Note or Endorse the Actions Taken**
4. **Dartford Borough Council Planning Decisions**

Decisions made by the Borough Council were noted being -

1. **DA/20/01163/FUL – 34 Edwin Road, Wilmington** Permission Granted
2. **DA/20/01188/FUL – 15 Monks Orchard, Wilmington** Permission Granted
3. **DA/20/0123/TPO- Doone Cottage, Church Walk, Wilmington**

Permission Granted

1. **DA/20/01319/FUL- Birdswood, Rowhill Road**

Permission Granted

1. **DA/20/01366/FUL- 2 Rowlatt Road, Wilmington**

Permission Granted

1. **DA/20/01243/FUL- 156 Summerhouse Drive,**

Permission Granted

1. **DA/20/01361/FUL- 14 Clayton Croft Road, Wilmington**

Permission Granted

1. **DA/20/01306/FUL- 195 Summerhouse Drive,**

Permission Granted

1. **DA/20/01301/FUL- 52 Birchwood Road, Wilmington**

Permission Granted

1. **Dartford Borough Council Planning Appeals Lodged**

None

1. **Dartford Borough Council Planning Appeals Decisions**

None

1. **Kent County Council Planning Applications**

None

1. **Kent County Council Planning Decisions**

None

1. **Other Items to Note or Actions Taken Endorsed**

Other items received or actions taken were noted or endorsed as appropriate, being –

1. Having been circulated to Members, information on Local Wildlife Sites from Kent Wildlife Trust was noted
2. The extension of Councillor Mrs M Peters appointment as a Trustee for Sir Thomas Smythe’s Charity for a further 4 years was noted
3. Having been circulated to Members, details of ‘Save the Date- The Great British Clean’ were noted
4. Having been circulated to members, receipt of the latest newsletter from CPRE was noted
5. A report of unauthorised work on Parish Land which had resulted in the removal of shrubs and trees that formed a boundary to a residential property was noted. It was further noted that the matter had been resolved with the resident and a replacement tree planting scheme agreed at no cost to the Council.

Signed ……………………

 Parish Chairman