WILMINGTON PARISH COUNCIL

**Agenda for the Meeting on Wednesday 7th April 2021 commencing at 7.00pm**

**Prior to the Meeting the Chairman to draw attention to the protocol regarding the audio and visual recording of the Meeting or of any part thereof**

**AGENDA**

*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 will be held under terms agreed by Members namely to conduct the Council business remotely by Zoom with decisions recorded by the Clerk.*

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

Councillor J Beschizza *(Dispensation granted)*

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

To receive any Declarations of Disclosable Pecuniary or Prejudicial Interest

1. **Public Participation**

To respond to any questions asked or comments made by any resident either prior to or at the Meeting

**RECOMMENDATION – That matters be noted or actions taken as appropriate**

1. **Minutes of the Previous Meeting**

To note that the Minutes of the Meeting held on 7th October 2020; 4th November 2020, 2nd December 2020, 13th January 2021, 3rd February 2021 and 3rd March 2021 will be approved and adopted at the next physical Meeting of the Council

**RECOMMENDATION – That the procedure for the adoption of the Minutes be noted**

1. **Actions Taken Following the Meeting held on 3rd March 2021**

To note the actions taken at the Meeting’ held on 3rd March being –

1. 4th March 2021- Notification sent to Ann Hambridge ratifying the cancellation of Wilmington Fair 2021 **[Agenda Item 9 (a) (1)]**
2. 4th March 2021- Details of SL Treecare passed to resident **[Agenda Item 8 (h)]**
3. 5th March 2021- Membership ACRK renewed **[Agenda Item 7 (d)]**
4. 5th March 2021- Planning Application comments submitted by Member on behalf of Council **[Agenda Item 10 (vi)]**
5. 5th March 2021- Letters issued to resident in Common Lane **[Agenda Item 9 (c)]**
6. 8th March 2021- Lead Member of Finance instructed to contact Barclays Bank **[Agenda Item 7 (c)]**
7. 11th March 2021- Location of flower baskets circulated to all Members **[Agenda Item 7(g)]**
8. 11th March 2021- Contact made with Bayliss **Landscapes [Agenda Item 8 (b)]**

**RECOMMENDATION – That the actions taken be noted**

1. **Urgent Items**

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

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

To approve the Financial Statements for the month ended 31st March 2021

**RECOMMENDATION – That the Financial Statements be approved**

1. **Play Areas Inspection**

To note the renewal of the contract for the Play Areas Inspection at an annual cost of £571.50 (nett of VAT) increase of £14.00

**RECOMMENDATION – That the contract renewal be noted**

1. **Air Ambulance Appeal**

To consider a request for a donation to the Air Ambulance Appeal, noting that in previous years a donation of £50.00 has been made

**RECOMMENDATION – That a donation of £50.00 be made**

1. **Financial Controls**

Having been circulated to Members, to approve the 2021 Internal Audit Plan and Internal Control Policy

**RECOMMENDATION – That the documents be approved**

1. **2021/21 Draft Accounts**

To follow

**RECOMMENDATION – That the Draft Accounts be noted for ratification following the completion of the Internal Audit**

1. **Parish Clerk**

*To consider the exclusion of the press and public for the following items of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A to the Local Government Act 1972.*

**RECOMMENDATION – That the Clerk acts in accordance with the decision made**

1. **Trees**

To note that the total cost of the work identified from the Tree Surveys undertaken in Oakfield Park and on Wilmington Common (including Parsons Lane) and Chestnut Grove amounted to £5840.00 (net of VAT)

**RECOMMENDATION – That the matter be noted and the actions taken as appropriate**

1. **Reserves**

To follow

**RECOMMENDATION – That the proposed allocations be approved.**

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 consider any suggestions made for future projects

1. **Prince Philip's 100th Birthday**

The Duke of Edinburgh Awards scheme has no formal notification of any celebrations in line with the personal birthday of Prince Philip. The DOE aligns itself with the anniversary of the launch of the scheme, celebrating their diamond anniversary in 2020.

**RECOMMENDATION – That A celebratory message of support from the Council can be added to our communication channels such as Facebook and our website on the day of HRH 100th birthday**

1. **Grassed Area outside of Oakfield Park Pavilion**

Having received a briefing paper prior to the Meeting, to further discuss the appropriate action to be taken

**RECOMMENDATION – That the Clerk acts in accordance with any decision made**

1. **Oakfield Park Pavilion Roof**

To note JJ Renovations have been unsuccessful in repairing the roof.

Following a further inspection there are number of holes in the roof and this requires major work to ensure the roof stops leaking.

The Groundsman will carry out patch repairs as a temporary measure. As the Council are looking at longer term structural changes with Kier Group no action to be taken at this present time with regards to a potential insurance claim.

**RECOMMENDATION – That the matter be noted and the actions taken as appropriate**

1. **Damaged Street Light Column**

To note, UKPN are due to start work on 27th April 2021 and estimate the works will take no more than two days to complete. ‘Streetlights’ will also carry out their work during this time

**RECOMMENDATION – That the update and any actions taken be noted**

1. **Damage to Village Centre**

To note, the driver responsible for the crash has had his driving licence revoked for 20 months and had to pay fines to both CPS & Victim Services. The claim is being processed through the Council’s insurers and I am awaiting confirmation to instruct order of the replacement bench.

**RECOMMENDATION – That the update and any actions taken be noted**

1. **Oakfield Park Rejuvenation**

No report

**RECOMMENDATION – That the matters be noted and actions taken as appropriate**

1. **Plant Britain**

To receive a verbal report from Councillor Mr B Garden

**RECOMMENDATION – That the update and any actions taken be noted**

1. **Wilmington Common Boundary**

*To consider the exclusion of the press and public for the following items of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A to the Local Government Act 1972*

**RECOMMENDATION – That the Clerk acts in accordance with the decision made**

1. **Floral Displays**

To note,

1. Having been circulated to Members the location of the hanging baskets for 2021 and to receive any recommendations for additional baskets or planters for 2022
2. The renewal for the permit for the baskets has been made to KCC at a cost of £30.00

To Consider

1. Donating two planters, soil and seeds at a cost of approx. £150.00 (net of VAT)
2. To St Michaels Pre School with the school being responsible for the upkeep of the planters
3. Donating plants to Oakfield Academy for their planters at a cost of approx £50.00 (net of VAT) with a reminder that they are responsible for the upkeep going forward

**RECOMMENDATION – That the matters and noted and that the Parish Council donates two planters and seeds**

1. **Lorry Watch Update**

Having received a briefing paper prior to the Meeting, to agree on the recommendations put forward by Councillor Mrs S Brown

**RECOMMENDATION – That the decision made be noted and the Clerk instructed to act accordingly**

1. **Items for Discussion**

1. **Updates on Parish Initiatives**
2. Wilmington Fair 2021- Noting the fair had been cancelled, to consider an announcement to be made by the Parish Council in line with agreement from Mrs A Hambridge on the wording
3. Christmas 2021- No report
4. Picnic in the Park

Having received a briefing paper prior to the Meeting, to further discuss the alternative option

**RECOMMENDATION – That the matters be noted and actions taken as appropriate**

1. **KCC District Manager**

To consider an open letter of thanks to Denise Sutton who is leaving the Dartford Division for a new position in Aylesford. Letter to be circulated via the Council’s Facebook and Website and sent to Denise on behalf of the Council.

**RECOMMENDATION – That a letter is written and circulated**

1. **Publication of the Pre- Submission Dartford Local Plan 2021**

Having been circulated to Members, to consider whether any representations are to be made by the Council

**RECOMMENDATION – That the Clerk acts in accordance with any decision made**

1. **Borough Council Representation**

To note that, following the resignation of Calvin McLean as one of the Councillors for the Borough Council Ward of Wilmington, Sutton at Hone & Hawley, the By-election to fill the vacant seat will be held on 6th May 2021

**RECOMMENDATION – That the matter be noted and thanks recorded to former Councillor McLean for his support to the Parish during the period in Office**

1. **2021/2022 Chairman/Vice- Chairman nominations**

Having received the nomination papers prior to the meeting to note that due to Covid restrictions nominations will be accepted by email and do not, on this occasion, need to be seconded HOWEVER any Member making a nomination should have the confirmation of the person nominated that he/ she is willing to stand.

All nominations must be returned to the Clerk no later than 25th April 2021

**RECOMMENDATION – That the matter be noted and actions taken as appropriate**

1. **Wilmington TRO Consultation**

Having circulated the application to reinstate yellow lines in Parsons Lane and Common Lane, to consider whether the Council wish to submit any comments

**RECOMMENDATION – That the Clerk acts in accordance with the decision made**

1. **PHIP Update**

To note,

Existing Items from Councillor Mrs S Brown

1. 20 mph pilot scheme to be reviewed
2. Southview Road consultation received no objections and works will move forward
3. Green painting of railings, Highways do not have a rural infrastructure offering but Parish to confirm which railings are to be painted green and be added to the PHIP plan

To consider,

Request from Councillor Mr B Garden, TRO for three streets near to Summerhouse Drive entrance to Joyden’s Wood

**RECOMMENDATION – That the matter be noted and actions taken as appropriate**

1. **Employee working conditions**

Having received a briefing paper prior to the Meeting to consider an allocated amount of money to improve the surroundings and facilities for The Clerk, Groundsman and visitors to the Pavilion on council matters.

**RECOMMENDATION – That the Clerk acts in accordance with any decision made**

1. **Facebook Housekeeping**

Having received a briefing paper prior to the meeting to consider a Community Engagement Policy and ‘light item’ to be circulated to the community.

**RECOMMENDATION – That the Clerk acts in accordance with the decision made**

1. **Planning Applications for Consideration and to Note Any Comments or Observations submitted to the Planning Authority**
   * 1. **DA/21/00197/FUL- 194 And 196 Birchwood Road, Wilmington**

Loft extension to both properties incorporating front dormer with Juliette balconies and side and rear dormer windows in connection with providing additional habitable space in the roof

***No comments/ observations***

* + 1. **DA/21/00210/FUL- 173 Summerhouse Drive, Bexley**

Replacement of double glazing windows of existing rear conservatory and install an insulated flat roof at a 5 degree pitch roof with external gutter

***No comments/observations***

* + 1. **DA/21/00044/FUL- Wilmington Grammar School for Girls, Parsons Lane, Wilmington**

Erection of a student accommodation building (Use Class F1a) to replace an existing building (now removed) (retrospective application)

***No comments/ observations***

* + 1. **DA/21/00327/FUL- 22 Tredegar Road, Wilmington**

Erection of a single storey side extension and front porch

***No comments/ observations***

* + 1. **DA/21/00328/FUL- 228 Birchwood Road, Wilmington**

Erection of a single storey front extension to provide garage

***No comments/ observations***

* + 1. **DA/21/00288/FUL- 11 Chave Road, Wilmington**

Erection of a detached outbuilding to provide a gym, together with a workshop/ storage area, office and wc

***Comments submitted 25/03/21- To avoid direct overlooking of the rear of the adjacent rear garden the Parish Council suggest that it may be appropriate to condition opaque glass in both side walls***

* + 1. **DA/21/00373/FUL- Wilmington Cottage, Broad Lane, Wilmington**

Erection of a single storey side extension

***No comments/ observations***

* + 1. **DA/21/00366/FUL- 134 Hawley Road, Dartford**

Erection of a single storey rear/ side extension

***No comments/ observations***

* + 1. **DA/21/00369/FUL- 21 Squires Way, Wilmington**

Erection of an orangery to rear of property

***No comments/ observations***

* + 1. **DA/21/00354/FUL- 9 Dene Close, Wilmington**

Erection of a single storey detached outbuilding

***No comments/ observations***

* + 1. **DA/21/00306/FUL- Woodside, Hook Green Lane, Wilmington +**

Conversion, infill and external alterations to existing brick stable building to form detached dwelling with defined residential curtilage, parking and amenity space, plus conversion of existing timber building to form 2 stables

***Comments submitted 25/03/21- Although the development intends to retain the rural outward appearance of the existing stable block, replacement of the stable doors with windows clearly indicates a domestic building especially when interior lighting is used. Use as a residence will result in the addition, outside, of items associated with family life, thus changing the character of the site from rural to urban, as will the absence of the varied stable – related vehicles which the Transport Statement indicates will no longer be visiting the site    Hence the changes are inappropriate for a site within the Metropolitan Green Belt***

***The reduction in stabling will decrease the use of the surrounding area for outdoor recreation, one of the defined usages of the Metropolitan Green Belt, as specified in NPPF and in Dartford’s Core Strategy CS13.***

***Access to this site, north and south bound, is via a narrow lane with no footpath, thus not incentivising the use of sustainable public bus services, which, in the northerly direction, according to the Transport Statement, service 34 runs only twice per afternoon, and in a direction away from the area (on school days only).  At 4 km from the nearest railway station, via the narrow country lane, it is some four times the acknowledged walking distance; hence railway travel cannot be considered to be factor to reduce vehicle movements to/from the site.  While the Transport Statement indicates that there may be a reduction in the number of journeys servicing the equine uses of the site, it uses housing traffic generation trip numbers from surveys from Faversham, an area significantly different from Hook Green Lane, and  postulates  that the change of shopping habits will increase van movements to/from residential dwellings  Taking all factors mentioned, it is unlikely that this proposed change of use will result in an overall reduction of movements. Consequently, the Parish Council believes that this site will have significant needs for private transport.***

***The Parish Council observes that this site, being within open space in the Metropolitan Green Belt, is not comparable with the conversion of stabling to housing at 33 Monterey Close Bexley, as this site is immediately adjacent to existing housing in an established urban area.***

***Overall a housing development within the Green belt which will additionally limit recreational use and for which there are no special circumstances to support the development within a Borough with sufficient housing supply in sustainable locations with safe pedestrian access to sustainable transport facilities and other services.***

* + 1. **DA/21/00410/FUL- Wyvern, 14 Stock Lane, Wilmington**

Erection of part two/part single storey/part first floor rear/side extension

***No comments/ observations***

* + 1. **DA/21/00223/FUL- 66 Joydens Wood Road**

Demolition of existing bungalow and erection of a 4 bedroom house

* + 1. **DA/21/00208/COU- Land at Stables South of Puddledock Lane**

Change of use of part of barn to residential dwelling (retrospective application)

* + 1. **DA/21/00453/TPO- Jacobean Lodge, Rowhill Road, Wilmington**

Application to remove 1 No. Aspen Poplar tree (T1) and 1 No. Silver Birch tree (T2) subject to Tree Preservation Order No 3. 1694

**RECOMMENDATION – That the Clerk submits any comments or observation made to the Planning Authority**

1. **Chairman’s Updates**

To receive any updates from the Chairman

**RECOMMENDATION – That any updates be noted**

1. **Ward Matters Raised by Members**

To receive any Ward Matters raised by Members

**RECOMMENDATION – That any matters raised be noted and, where a decision is required, for the Chairman to agree that it be accepted as an ‘Urgent Item’ or that it be included on the Agenda**

**for the May Meeting of the Council**

1. **Items to Note or Endorse the Actions Taken**
2. **Dartford Borough Council Planning Decisions**

To note decisions made by the Borough Council being -

1. **DA/21/00031/TPO- Wilmington Grammar School for Girls**

*Consent Granted*

1. **DA/21/00027/TPO- Area between Manor Gate Lane & Common Lane, Wilmington**

*Consent Granted*

1. **DA/21/00051/FUL- 1 Fearnheath Way, Wilmington**

*Consent Granted*

1. **DA/20/01380/FUL- Norton House, Parsons Lane**

*Permission Granted*

1. **DA/20/01569/FUL- 13 Fearnheath Way**

*Permission Granted*

1. **DA/20/01156/FUL- The Sycamore, 69 Birchwood Rd**

*Permission Granted*

1. **DA/20/01067/FUL- Adjacent 18 Fearnheath Way,**

*Permission Refused*

1. **DA/21/00099/FUL- 18 Orchard Way, 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**

To note or endorse other items received or actions taken as appropriate, being –

1. To note a new bin has been ordered in Oakfield Park following vandalism
2. Having been circulated to Members, to note receipt of Stone Parish Council 3 year plan 2021-2024
3. Having been circulated to Members, to note the receipt of the Great British Spring Clean Virtual Launch Event 23rd March 2021
4. Having been circulated to Members, to note receipt of the Notices of Poll for the Elections for Kent County Council, Kent Police & Crime Commissioner and the By- Election for the vacant Wilmington, Sutton at Hone & Hawley seat on Dartford Borough Council
5. To note Councillor Mrs S Brown has completed The Vision Zero Road Safety Strategy on behalf of The Parish Council
6. Having been circulated to Members, to note the receipt of Kent County Council’s Forward Works Programme 2021/22- 2025/26
7. To note membership of London Green Belt Council renewed at a cost of £25.00
8. To note, the Groundsman has painted the play equipment and a bench at Oakfield Park following recommendations from the latest Play report

**RECOMMENDATION – That the items received or the actions taken noted or endorsed as appropriate**

The following publications are available to any Member on request –

Clerk and Councils Direct

The Clerk Magazine March 2021