

ASSETS AND AMENITIES WORKING GROUP

Wednesday 11th January, 2017

9.30am Parish Council Offices

MINUTES

Present: Cllr. Russell Tillson, Chairman
Cllr. Denise Meyers
Cllr. Roger Wilkins
Cllr. Richard Blackwell
Cllr. Karen Lewis
Mr. Paul Blyth, Managing Director, Axis Land Surveying Ltd.
Gill Smith, Clerk to Dymchurch Parish Council

Apologies: Cllr. Ian Meyers, working.

1. Minutes of Meeting 19th October 2016 and matters arising:

Minutes agreed and no matters arising that are not already covered on the agenda.

2. Recreation Ground Potential Development:

Cllr. Tillson informed that DPC full council unanimously approved to give the go ahead to explore development opportunities at the recreation ground and car park. A sketch of potential development was tabled for discussion.

Gill informed she has met with David Whittington, SDC planner who said he would certainly consider a development of approximately 6 houses at the recreation ground. The area is in Zone 3 for potential flooding and creates less risk than other areas in the village. Access to the site may be of concern and it would be advantageous to invite KCC Highways to comment on any proposal before a planning application is submitted.

Both sketches for the Recreation Ground and Bull's Field have been submitted to SDC for inclusion in the Places and Policies Local Plan. However, the sites may be considered too small for including in the Plan but this should not deter any progress with council's plans. It is unlikely that a response will be received regarding the submissions before April. Paul talked through the outline sketched plan.

Councillors are very supportive of the initial sketch and discussed with Paul a few alterations to fine-tune the design. It was agreed that Keith Owen, partner at OSG, be invited to join the next meeting to discuss the way forward and a fee proposal. Councillors accepted any preliminary meetings with SDC and KCC Highways to seek their views on the proposals would be at an additional cost and would be met by the parish council.

3. Communication with adjacent landowners /parishioners:

To initiate communication with parishioners it was suggested that an article in the parish council newsletter address the issue and invite parishioners to attend the annual parish meeting where the matter will be discussed.

4. Update on potential Bull's Field development:

SDC planner David Whittington was less enthusiastic about development at Bull's Field as it is situated in Zone 1 for flooding. It was suggested that several planning applications have been passed in Zone 1 areas, but council should be mindful this potential application may be more challenging. Councillors suggested that Keith Owen produce a fee proposal for the application at Bull's Field on the same basis as the Recreation Ground and that the parish council will meet the cost of any preliminary meetings with SDC and Kent Highways.

5. Consultant's Recommendations:

Paul's suggestions have been incorporated into the above paragraphs. Paul will invite Keith Owen to the next meeting to fine tune the proposals. Paul left the meeting at 10.15am.

6. Progress on changing of deeds of council office:

Gill tabled a synopsis of the process to date. A pre-emption clause to the deeds has finally been agreed. The process now should be a matter of course but is still likely to take about another year to reach conclusion. It was councillor's view that once the deeds are changed, the premises be offered for sale without outline planning permission.

7. Temporary parish council accommodation:

In reality, the parish council is likely to still be at the same location for 18+ months. Development at either of the above sites could offer a new location for a parish council office and development at these sites may have already started, giving a clear indication where the office will be relocated to. It is possible that short-term temporary accommodation may need to be considered to bridge a gap from selling the current offices to moving into new. New Hall House has been contacted asking that should accommodation become available would they kindly let DPC know. Should however, the changing of deeds fail to materialise, the parish council can adapt the current office to an Equality Act compliant premises at a cost of about £30K.

Once projects start to materialise it is considered prudent to develop a Policy File that outlines Projects and Policies pertaining to the council's key decisions and actions.

8. Preliminary thoughts on summer 2017 entertainments:

Children's entertainment has been secured again for 2017 including an extra day of activities. (4-days in total). The entertainers will be invited to meet the working group to determine a programme of events and advertising.

Cllr. Blackwell suggested the Salvation Army Band be invited to play on the seawall and agreed to obtain contact details for Gill to follow-up.

9. Fees and Charges at Car Park and Burial Ground:

Councillors debated the issue and agreed not to increase fees at the car park. The cost implications of changing the electronic mechanism on two pay and display machines (£500) new signage (£1200) and the cost of changing the Traffic Regulations Act Notice (£1500) which needs to be carried out by SDC in October of each year, far outweigh any benefits a small increase will provide to income. Burial charges will be discussed at the next meeting and Gill will provide details of current charges and comparable costs with other burial grounds.

10. Any Other Business:

None.

11. Date of next meeting:

Wednesday 29 March. 9.30am at DPC offices

12. Recommendations to full Council:

1. DPC has already given approval for the working group to have a small budget to pursue development opportunities and preliminary meeting costs with SDC and KCC can be met from the already approved budget.
2. An article be placed in DPC newsletter outlining development opportunities and invite parishioners to attend the annual parish meeting where proposals will be discussed.
3. In agreement with DPC's unanimous decision to progress with development opportunities, the working group has invited architect and planning consultant Keith Owen to the next meeting to discuss fee proposals.
4. Once title deeds to the council office premises are amended, the premises be offered for sale (in accordance to the pre-emption clause) without any outline planning approval.
5. The Salvation Army Band be invited to play on the seawall in summer.
6. Car park fees remain as is. No increase.