



# Alkham Parish Council

## Minutes of the Parish Council Meeting held on Monday, 4<sup>th</sup> November 2024, at 7:30 pm in Alkham Village Hall

Present: Alkham Parish Councillors: P Tapsell (Chairman), S Edwards, G Kaile, T Johns, M Libaert.  
In Attendance: Members of the Public  
DDC Councillor M Hibbert  
Irene Bowie – Parish Clerk

### 1. Apologies.

1.1 Apologies for absence received and confirmed by the Council Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meetings, under Section 75(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

**RESOLVED:** To accept the apologies and reasons given by Councillor D Barnard and Councilor C Webber. Apologies were also received from KCC Councillor Beaney.

1.2 Declaration of Changes to the Register of Interests. There were none.

1.3 To receive Declarations of Interest in respect of matters contained in this agenda. In accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers. Councillor Johns declared an interest in agenda item 5.1.3.

1.4 Requests for Dispensations.

1.5 Declarations of Lobbying.

### 2. Public comments and observations. (Maximum 15 minutes)

The meeting will be adjourned to allow members of the public to speak. Individuals may speak for up to three minutes, at the discretion of the Chairman, on agenda items only. The minute book will be closed.

- It was reported that the Pétanque Taster Sessions were well attended and supported.
- The pathway towards the garden centre is overgrown.

### 3. Reports from external parties (if present). Appendix 1

DDC Councillor Hibbert spoke to his report.

### 4. Minutes of the Parish Council Meeting

It was RESOLVED that the minutes of the Parish Council Meeting held on 2<sup>nd</sup> of September 2024 with two amendments were taken as read, confirmed as a correct record and signed by the Chairman.

### 5. Planning:

#### 5.1 To table planning applications received for consideration:

5.1.1 24/01085 Land East Side Of Short Lane Alkham

Variation of condition 2 (approved plans) of planning permission 23/00546 for the "erection of 8 dwellings with associated access and landscaping" to allow a single garage to plot 7 and a double garage to plot 8.

APC Objection

5.1.2 24/01030 5 Meadow Hill Cottages Hogbrook Hill Lane Alkham CT15 7AR

Conversion of garage to annexe accommodation with associated alterations and erection of porch to dwellinghouse.

APC Objection

5.1.3 22/01625 Evergreen Slip Lane Alkham Dover CT15 7DA

Erection of porch, raised terrace with balustrade, storage underneath dwelling and associated changes in ground levels, replacement cladding to elevations, erection of retaining wall and alterations to fenestration (retrospective) (amended plans, re-advertised).

Councillor Johns, having declared an interest, left the room and did not comment nor vote.

APC Objection.

## 5.2 To Table and Validate Planning Applications dealt with since the last meeting.

- 5.2.1 24/00901 Carpenters Arms Meggett Lane Alkham CT15 7EN  
Erection of single storey side and two storey rear extensions with first floor rear balcony, replacement garage with first floor office and creation of lowered patio.  
APC No Objection
- 5.2.2 24/00921 Wolverton Farm Wolverton Hill Alkham Dover Kent CT15 7DT  
Proposal Erection of two storey side extension  
APC No Objection
- 5.2.3 24/00581 Evergreen Slip Lane Alkham CT15 7DA  
Alterations to garage roof to increase the height and introduce a pitched element (retrospective).  
APC Requested that the Case officer review loading on the roof. Commented on the need to see the situation regarding the footpath resolved.
- 5.2.4 24/00476 Woodstock Alkham Valley Road Alkham CT15 7BX  
Erection of balcony and change of window to double doors to rear elevation  
APC No Objection

**RESOLVED:** To validate the decisions made since the last meeting.

## 5.3 To table decisions by Dover District Council (DDC) since the last meeting.

- 5.3.1 24/00921 Wolverton Farm Wolverton Hill Alkham Dover Kent CT15 7DT  
Erection of two storey side extension  
Decision Grant Planning Permission
- 5.3.2 24/00588 Little Westhill Farm Belsey Lane Ewell Minnis Dover Kent CT15 7DY  
Change of use from former agricultural barn to a residential dwelling with roof extension, erection of rear summerhouse extension to garage, and change of use of land to residential curtilage (retrospective) (re-advertisement, amended description)  
Decision Grant Planning Permission

## 5.4 To consider the naming of one new street on the Land East Side of Short Lane, Alkham

It was AGREED to propose the name Oldfield.

## 5.5 To Table late planning matters: There were no late matters to consider.

## 6. Finance:

- 6.1 To receive and authorise payments listed on the schedule (to be provided at the meeting)

**RESOLVED:** that the payments on the schedule were authorised.

Harmer	Playground Inspections/Village Maintenance	609.60
Ionos	Emails and Domain September/October	78.00
Harmer	Annual Grass Cutting	360.00
DM Payroll Services	Payroll Part 2	60.00
Irene Bowie	Staff Costs	Confidential

- 6.2 Late Payment Request/s to be discussed for approval and payment. There were none.
- 6.3 To note receipts of Income.  
Noted as £20,162.81 year to date.
- 6.4 To receive the bank reconciliation.  
**RESOLVED:** To accept the combined bank reconciliation as £45,137.79
- 6.4 To receive the Actual vs Budget Q2 2024/25. It was noted that if all predicted expenditure is achieved, there will be an overspend of 18% against the budget. The predicted increase in expenditure would be from Defibrillator costs, Highway Improvements and Play Area Refurbishments.
- 6.5 To consider the draft budget for 2025/26  
**RESOLVED:** That the budget for 2025/26 was set in principle as £47,869

**7. To receive Reports and agree on actions if appropriate. Reports at Appendix 1**

7.1 Chairman's Report. Received and noted

7.2 KALC Area Meeting Alkham Parish Council Representative. Councillor Tapsell reported on the most recent meeting. He reported on the Dover Pantry "*which for a small weekly subscription of £6, members of this pantry will be able to buy food, including fresh fruit and vegetables and store cupboard favourites, to the value of £15 to £20 or more. Membership is open to the community surrounding the pantry address and local families are strongly encouraged to join*"

<https://www.yourlocalpantry.co.uk/pantry-listings/dover-pantry-kent/>

He also reported on the Kent Resilience Forum.

7.3 Clerks Report (on matters not included in other agenda items). The Clerk reported that:

- BT Telephone Box: All papers have been returned to BT. BT had confirmed that the electrical supply would be left in situ after decommissioning.

- Councillor Barnard and the Clerk had attended the KALC Neighbourhood Planning Training

- A meeting with DDC to discuss commencing a Neighbourhood Plan had been booked for the 11th of December. The Clerk and Chairman to attend.

- It was AGREED that a new Parish Council Logo would be explored

- The purchase of spring or summer bulbs for community planting would be explored.

7.4 Councillors Report (on matters not included in other agenda items)

7.6 Flood and Drainage Warden. Report Noted

7.7 Footpath Warden. Councillor Tapsell to follow up with Kent PROW Team.

7.8 Village Hall Management Committee. Report Noted.

**8. To receive reports and consider recommendations from the working groups. Appendix 1**

8.1 Highways Working Group.

The report from the group was noted and AGREED.

**RESOLVED:** The Clerk would, under Delegated Authority, The Scheme of Delegation (s101 of the 1972 LGA), progress the payments from the allocated budget to KCC Highways for the agreed Highway Improvement Works.

8.2 Communications and Community Involvement Working Group. The report from the group was noted and AGREED.

8.3 Parish Plan Evolution and Delivery Working Group. The report from the group was noted and AGREED.

8.4 Green Spaces and Environment Working Group. The report from the group was noted and AGREED.

8.4.1 To consider a request for a Pétanque Terrain (two pistes) on the Village Green

**RESOLVED:**

1. To support the request for two Pétanque Terrains on the Village Green

2. The Clerk to contact DDC Planning Department to ascertain if planning permission is required.

3. Clerk to contact the Diocese of Canterbury to establish if there are any overage liabilities

4. Delegated Authority to the Clerk, Section 101 The Scheme of Delegation (s101 of the 1972 LGA), to progress the matter for consideration at the January meeting of the Parish Council.

8.4.2 **RESOLVED:**

Two signs would be purchased for the Village Green to prevent it being used by horses and motorized vehicles. Clerk to liaise with Councillor Libaert.

**9. To receive the Monthly Playground Inspection Report.**

The report was noted.

**RESOLVED:** That the slide would be excavated and repaired.

**10. To Consider a Freedom of the Parish Award.** It was AGREED that this matter be deferred to a later meeting.

**11. Correspondence:**

11.1 To table items of late correspondence:

11.2 Items circulated or received.

11.2.1 Resident Email re Footpath ER162

11.2.2 KALC Area Minutes and Presentation

11.2.3 Newsletter - Road Safety and Active Travel Team

11.2.4 Freedom of Information Request Clerks notes and/or recording of the Annual Meeting of the Parish 13<sup>th</sup> May 2024

- 11.2.5 DDC Town and Parish Council Meeting ( Chairman and Vice Chairman)
- 11.2.6 DDC Are you thinking about getting solar panels, and not sure where to start?
- 11.2.7 Local Groups Receive Boost from Cost of Living Community Impact Fund
- 11.2.8 Summer Traffic Management Measures - Round Robin Letter

All correspondence was noted.

**12. Agenda Items for the next meeting:** To be emailed to the Clerk no later than 6<sup>th</sup> January 2025

**13. Consideration of items to be taken in private (Exclusion of Public and Press):**

There are only a few reasons as to why, legally, the public and press can be excluded from a meeting. The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies." It is generally considered acceptable to exclude the press and public if the agenda item relates to the consideration of tenders, leases, purchases of assets, for matters relating to staffing covered by the Data Protection Act and to consider complaints against the council or a code of conduct complaint.

13.1 NALC Salary Review. This was received and noted.

**Date of next meeting: 13<sup>th</sup> January 2025**

#### **Councillor Standing Declarations of Interests.**

##### **Cllr Trevor Johns:**

Chairman of the Alkham Valley Society  
Member of the Alkham Community Speedwatch Team

##### **Cllr Catie Webber:**

Vice-Chairman of the Alkham Valley Society  
Bookings Clerk for the Alkham Village Hall Management Committee Member  
of the Alkham Village Hall Management Committee

##### **Cllr Paul Tapsell.**

Trustee of the Alkham Village Hall (Charity number: 255919)

##### **Cllr Steve Edwards.**

Member of the Alkham Valley Society Management Committee Member of  
the Alkham Community Speedwatch Team

***These minutes are not a verbatim record of the meeting but a record of resolutions made.***

There being no further business to be transacted, the Chairman closed the meeting at 9.05 pm.

Signed on behalf of the Parish Council

Signature:

Date:

Chairman: Please Print.

## Appendix 1

### 3. Dover District Councillor Report

Ward Councillor Summary Report October 2024

*MP Contact -Mike Tapp*

I have at last received a response to my emails regarding Capel still suffering from HGVs using it as a diversionary route when TAP is in place. I have quoted part of the response below. Mike Tapp asked me to provide him with my phone number so that he could call me to talk further, specifically on Thursday 10<sup>th</sup> Oct,24. So far, I have had no response back as date of this report. I will continue to chase for answers and any action details linked to his reference that there have been three Government ministers visiting Dover and lots of work being done at that level. Be assured when we get answers, I will be working in conjunction with colleagues to develop a stratagem to tackle these ongoing challenges.

*Quote:*

*'I am aware of Cllr Hibberts concerns regarding the traffic issues, and this issue is a top priority. We have had three Government ministers visit Dover in just 10 weeks and there is lots of work being done at Government level. As we know the previous administration had 7 years to plan for EES and we have just a few months, I cannot provide a running commentary on developments but I assure you it is a top priority.*

*Mr Hibbert, if you provide a phone number, I can call you on Thursday to talk more if that suits.'*

*Unquote.*

TAP

Linked to the above, Capel PC emailed Mike Tapp in August specifically outlining their concerns relating to the published KMRF Summer Traffic Management Measures. A holding email response was received with assurances that the matter was being investigated in detail and exploring how he can mitigate more effectively. So far, no further progress updates have been received. Also, Toby Howe outlined KMRF understanding of the local signage issues and their intention to resolve with the appropriation of any suitable funding. Unfortunately, a promised site visit to Roundhill to meet with Capel PC has not yet been realised to enable further discussions to take place.

EES (European Entry and Exit System)

Latest news is that there will be another delay to the scheduled November implementation date and now is on indeterminate hold until next year. There are still local concerns regarding the readiness of the IT equipment ability to process cars and coaches. PAF manning has also raised concerns regarding their ability to provide the necessary required resources.

District Councillors were invited to attend a briefing and presentation on their role in Contingency Planning during a period of Emergency. The Port and Highways are classed as high risk. All associated briefing notes and presentation have been shared out to ward PCs and councillors to allow them to see how their own PC emergency resilient plans (non- mandatory) fit in.

Dover Fast Track

Well published on the DDC website. I believe the associated footways will be opened shortly. However, the roadways will be barriered off until the bus service becomes operational, mid-November. Electric buses will not be introduced until 2025. Work on the bus contraflow in Pencester Rd will start on the 17<sup>th</sup> of October, and associated town roadworks.

Improvements -M2, A2, M20, A20 and Whitfield/Duke of York Roundabouts

As previously reported still awaiting decisions on what projects will be included. If they are accepted the probability is that they are unlikely to be delivered before 2030 to 35.

Martin Hibbert

Alkham, Capel le Ferne and Hougham Without

13<sup>th</sup> October 2024

**5.4 To consider the naming of one new street on the Land East Side of Short Lane, Alkham**

Email Received 29<sup>th</sup> October 2024

Dear Sir and/or Madam

Naming of one new street on the Land East Side Of Short Lane, Alkham.

The legislation by which the council names new streets is Section 17 of the Public Health Act 1925, and this gives the developer the right to name the new streets they are creating. The developer responsible for the naming of the above new street has proposed the following name. Please also see the attached plans:

Oldfield Place - is suggested as a note to its previous use

I should be obliged if you would reply to this email whether or not you support or object to this proposed name so that I can continue with the naming and numbering process as quickly as possible, but certainly, should you have any substantive reason to object (i.e. for reasons of safety, confusion or the like – not just the opinion of an individual or council) please reply by 5pm Wednesday 13th November 2024.

I apologise for the need for urgency but if a substantive reason for objection is received, under the relevant legislation the council must send written notice to the developer within one calendar month of receipt of the proposed street name. The developer then has the right to appeal to the Magistrates Court.

Development Management and Building Control

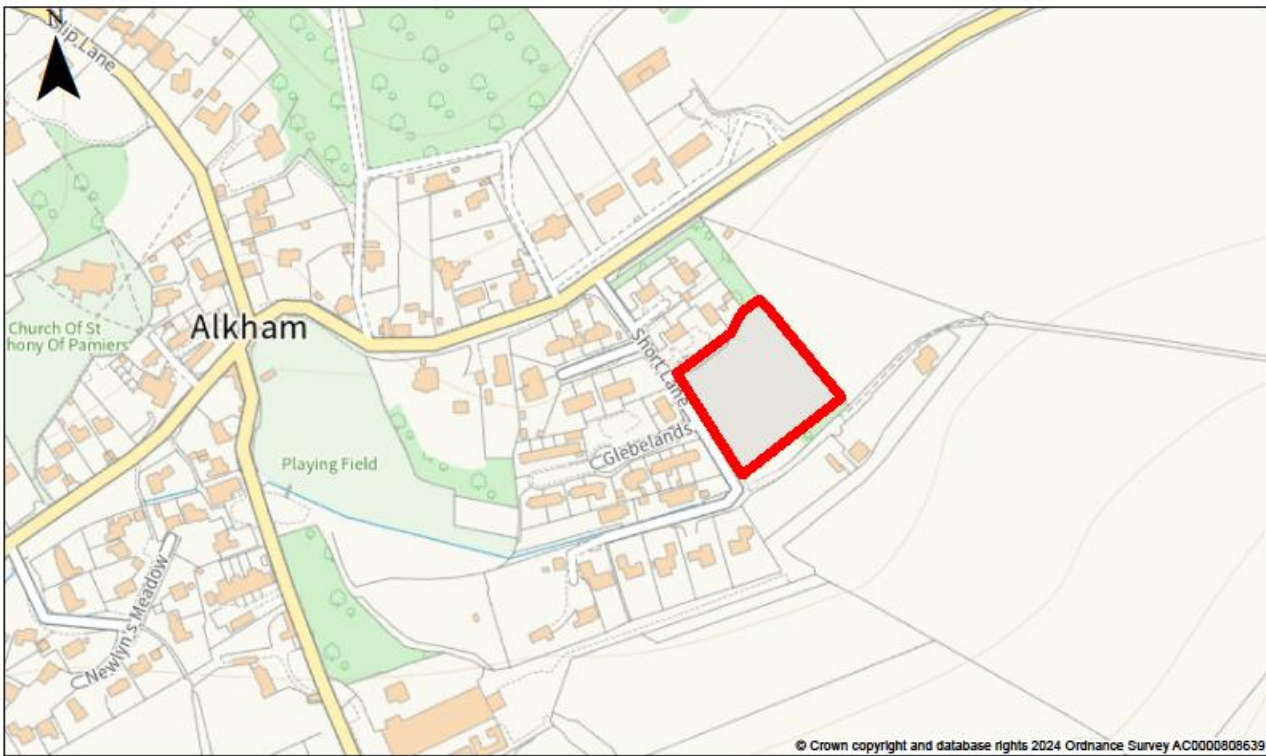
Dover District Council

Council Offices, White Cliffs Business Park, Whitfield, Dover CT16 3PJ

Tel: 01304 872011

Email: Redacted

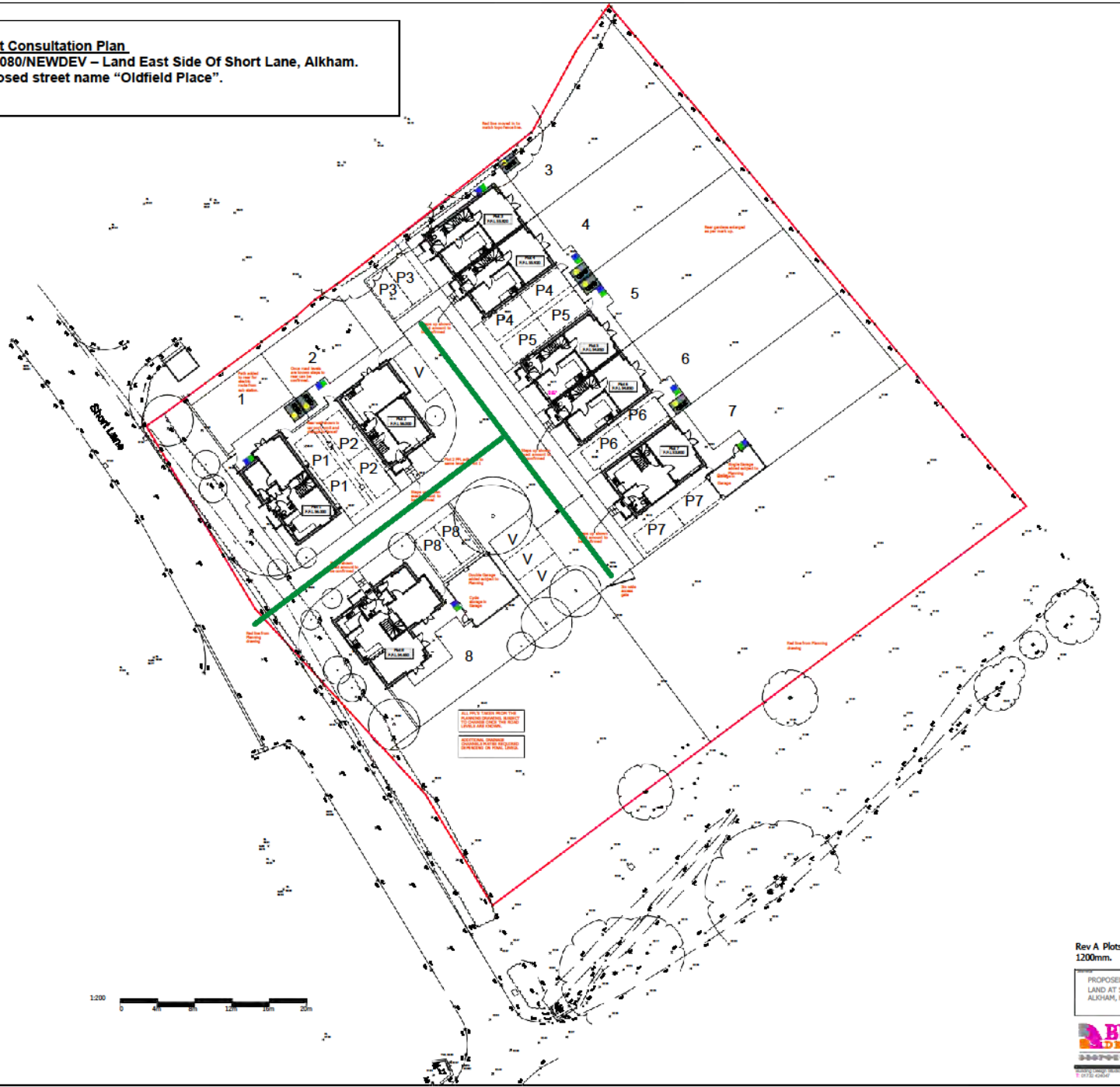
Web: <http://dover.gov.uk>



Land East Side Of Short Lane, Alkham - Location Plan		 Dover District Council Honeywood Close White Cliffs Business Park Whitfield DOVER CT16 3PJ
Date: 28/10/2024	Scale: 1:2,662	



**Street Consultation Plan**  
24/00080/NEWDEV – Land East Side Of Short Lane, Alkham.  
Proposed street name "Oldfield Place".



Rev A Plots 3 - 7 moved back 600mm. Visitor spaces moved back 1200mm.

PROPOSED DEVELOPMENT LAND AT SHORT LANE ALKHAM, KENT	PROPOSED SITE PLAN DATE: 12/08/24 REV: 01 BDS-1827-C01 A
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100% LOCAL. 100% SUSTAINABLE. 100% PASSIONATE.

## 7.1 Chairman's Report

In the KALC Local Council Award Scheme there is quite an emphasis on effective engagement of the community. I think we've started well in this area: Open Days, Geoff's regular newsletter article and using the Alkham Village Residents Facebook page.

This meeting Irene has asked for reports to be submitted before the meeting to enable counsellors and the village to see what's coming. The objective is not to make the meeting quicker but more effective.

## 7.8 Village Hall Report

September and October 2024

**Handover** to new executive still ongoing. Bank mandate not yet sorted. Existing paperwork has been reviewed. Minor changes to constitution and rules of hire and website on hold due to higher priorities and illness.

**Bookings** running relatively smoothly online, email and phone. Website being used well. Further web design tweaks delayed due to illness. Another incident of noise abuse in September. The intention is to install a sound meter that cuts power. In the meantime no live bands except for locals.

**Finance** The hall has sufficient income and savings for its current needs. It's transferring savings to a new interest earning account. The bank mandate is of highest priority but still not done.

**Works and Maintenance** Basic long overdue maintenance review and catch up continues. Detailed :  
Audio Visual equipment reviewed and replaced by volunteers and donated equipment. Ceiling tiles replaced. 30 year old Safety flooring replaced. Leaking toilet pipes and box work replaced. Painting and redecoration of entrance hall and toilets begun. Broken door closers being replaced. Cleaning equipment being reviewed , repaired and new more efficient and effective equipment investigated. Graham to look at trunking cables and PAT testing. Fire extinguishers checked. Boiler to be serviced. Front entrance concrete path and new pavers have been laid and new planters are under construction. It is intended that the APC compost and also fly tipped soil will be used to fill them. Also intended to use some dumped sump material to even carpark ground. The outdoor works are a little behind. They are a high priority but rely on availability of volunteers and vagaries of the weather.

**Catie Webber**

## 7.6 Flood Report

### Flood report 29<sup>th</sup> Oct 2024

On 30<sup>th</sup> September the leak in Hogbrook Hill Lane was finally repaired by Affinity Water.

Southern Water have cleared the sewage pipes just beyond South Alkham and they will be starting repair work in the rest of the system in early November, subject to getting traffic management and land access arrangements.

They haven't told us exactly what they will be doing, but hopefully it will help with managing the flooding.

Andy Hudson from highways drainage will continue to monitor the swale and sump and hopefully these will be cleared before winter.

The ditch has been strimmed which will help with the water flow.



### **8.3 Parish Plan Evolution and Delivery Working Group**

The Community Led Plan Actions of 2023 have been progressing steadily over past year covering the whole range of council activities and we will be looking to do an independent detailed review in the new year. We will include looking at proactive reporting and multiple routes to get the message out whilst still following the priorities as laid out in the current parish plan.

We have registered to work on a Neighbourhood Plan with Dover District Council and they have identified a contact who we will be meeting early in December.

Den Barnard

### **8.4 Green Spaces Report 29<sup>th</sup> October 2024**

The tree work on vicarage meadow has been completed with removal of ash trees and a cherry tree, pruning of other trees and all numbered and catalogued.

When he was up in the red horse chestnut Sam noticed that it had crossing branches and signs of panic growth caused by starvation due to the girdling root.

He recommended thinning the canopy by 30 to 40% which is something we will need to look at next year.

A work party will be held on Sat 2<sup>nd</sup> November where I hope to clear the meadow of the left over branches and trimmings of the tree work and make a wildlife habitat with some of them.

Prune some over hanging branches, remove sycamore seedlings and dig up a heap of mud in the swale near the bridge to help the flow of the water.

The compost bins are pretty full and I hope to get these emptied also.

This will mean we are ready for winter and the rain.

The wild area left last year in vicarage meadow had a few flowers and was left longer than just "no mow May" to encourage more to grow and establish .

I think a path cut through it would be useful and it would inform residents that it was deliberately left long as a wildlife area as some people thought we had just forgotten to mow it.

Motorbikes and horses have been using the green illegally and signs have been discussed but not purchased yet.

**10. To Consider a Freedom of the Parish Award.**

**Alkham Parish Council  
Granting the Freedom of the Parish Policy  
November 2024**

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### 1. INTRODUCTION

This document sets out recommendations relating to the selection and appointment process for Honorary Freemen and Freewomen and the Granting of Freedom of the Parish to individuals.

Granting the Freedom is the highest honour that Alkham Parish Council ('the Council') can bestow. Although it carries no privileges, those who receive the honour are able to use the title of Freeman or Freewoman. As this is the highest honour that the Council can grant it should be used sparingly and should not be given too often in order to preserve its status and value.

### 2. LEGISLATION

Section 249 (5) of Local Government Act 1972, as amended by Section 29 of the Local Democracy, Economic Development & Construction Act 2009, allows a relevant authority (including a town or parish council) to admit to be honorary freemen or honorary freewomen of the place or area for which it is the authority:

- a. Persons of distinction, and
- b. Persons who have, in the opinion of the authority, rendered eminent service to that place or area.

A resolution must be passed:

- a. At a meeting of the Full Council.
- b. By not less than two-thirds of the members of the Council who vote on it.

### 3. NOMINATIONS

Any member of the Council may nominate persons who, in their opinion, have rendered exceptional service to the parish and are worthy of the honorary title. A group of no less than 10 local electors may also petition a Council member to make a nomination on their behalf. Nominations for the honorary title must be written, and the reasons for the nomination must be stated. The councillor making a nomination for the honorary title needs to demonstrate to the Council that the criteria listed in the next section have been met. The process must be conducted in the strictest confidence until the nominee approved by the Council has confirmed his or her willingness to accept the honorary title and the Council makes the appropriate public announcement.

### 4. CRITERIA

Candidates should have a strong and continuing connection with and commitment to the parish of Alkham or have made a major contribution to community life. The honour should not be awarded

simply for meeting certain milestones but in recognition of exceptional contributions. The candidate's contribution should be seen to stand above the contributions made by most other people. To be considered, the nominee should meet two or more of the following criteria:

- a. acted in a way that has shown significant distinction in parish life
- b. enhanced the parish's reputation in the area or activity concerned
- c. contributed a service that improves the lives of Alkham parishioners or those less able to help themselves
- d. demonstrated innovation and entrepreneurship that is delivering results in the parish.

## **5. CONSIDERATION**

At the meeting of the Council, called in line with Standing Orders, at the given agenda item the following procedure shall be adopted:

- a. The Chairman shall open the agenda item and remind the members of the policy.
- b. The Chairman shall invite the sponsor to present the application for nomination.
- c. The Chairman shall invite all members to debate the merits of the nomination.
- d. The Chairman shall then invite the Council to pass the resolution, which should recite the particular grounds upon which the Council have come to their decision and details of the public services rendered by the recipient.
- e. If the Council passes the resolution by no less than a two thirds majority then the resolution shall be recorded in the Council Minutes in the usual way.
- f. The Chairman shall then make arrangements for the formal presentation of the 'Freedom' which will be marked by the giving of a framed certificate or scroll.

## **6. FINANCIAL IMPLICATIONS**

Section 249 (6) of Local Government Act 1972 allows Councils to spend "such reasonable sum as they see fit" on presenting an address to Honorary Freemen or Freewomen.

## **7. PRESENTATION**

The bestowing of the Freedom of the Parish actually occurs at the point the Council passes the resolution, but the presentation ceremony marks the occasion in a public way. The Chairman would usually make the presentation in the presence of other members at a suitable public event, which could include an annual meeting of the council. Photographs should be taken to record the event and placed on the Council website.